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**District Technical Review Workgroup**  
**Student Services – DTRW-SS**  
**AGENDA**

**January 15, 2014 – DAC Lakin Boardroom**  
**3:00 p.m. – 4:30 p.m.**

- Approval of November 13 and December 11, 2014 Meeting Notes

**Old Business**

- **BP/AP 5520 and 5530 – Pat Ewins** – The EVPs and DTRW-SS workgroup objected to changes made by the Board, which include not allowing representation by an attorney at hearings and use of profanity cannot be used to expel a student. These changes are live on BoardDocs as approved by the Board. A written statement of rationale is required to bring it back to the Board through Chancellor's Cabinet. The previous version is published in the catalog and requires an addendum to match the current policy and procedure approved by the Board. Ms. Ewins will revise the current procedures and return with new versions. Status update required.
- **BP 2105 Election of Student Member** – no changes/reaffirm
- **AP 2105 Election of Student Member** – minor change to align AP title to BP title
- **BP 5410 Associated Students Elections** – added language regarding “Student Election Standard Operating Practices” to align Associated Students elections with Student Trustee elections. All use the same operating practices manual.
- **Student Election Standard Operating Practices Manual for Student Trustee and Associated Students Elections** – see featured changes in packet.
- **BP/AP 5140 Disabled Students** – Mary Rees – new version for review
- **BP/AP 5300 Student Equity** – Mary Rees – new version for review

**New Business**

- Review of waitlist policies and first week registration policies – Linda Kama'ila/Karen Engelsen – tabled in December due to time constraints
- Transcript Issues/Guidelines and Best Practices – Karen Engelsen

**BP/AP Status Update:**

At the September meeting, DTRW-SS members were assigned to review the following policies and procedures to complete the two year review cycle:

- **BP/AP 5110 Counseling** – originally assigned to Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – all Senates have different versions, which need to be combined. Suggestions were made for further revisions during the December meeting and a sub group will work to blend documents together. The sub group of Dr. Nungaray-Carrasco, Ms. Allen, and Ms. Rees will revise the documents and send to Ms. Nusser for



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distribution to the workgroup. It will go to the Oxnard Academic Senate and come back to DTRW-SS in January for final review. Status update required.

- **BP/AP 5120 Transfer Center** – originally assigned to Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – Oxnard College will review the document from Moorpark College – send electronically to Dr. Kama'ila with the understanding that the suggestions made at the meeting will be discussed at Senate. No new document needed. Status update required.
- **BP/AP 5570 Student Credit Card Solicitation** – Mary Rees, Linda Kama'ila – tabled in December due to time constraints. Status update required.

**Business on Hold or Under Review by Other Workgroups:**

- BP/AP 4050 Articulation (Articulation Officers) – approved by DTRW-SS 3.27.14, moved forward to 4.14.14 Chancellor's Cabinet, returned by Chancellor's Cabinet to 4.24.14 DTRW-I to clarify questions regarding administrative procedure – returned to 9.18.14 DTRW-I meeting, still under review at DTRW-I.
- BP/AP Distance Education 4105 - Develop New Policy/Procedure – Mary Rees – new version under review at DTRW-I
- BP/AP 5030 Student Activity Fee (Student Services) This item is under review with DOC and DCAS.

Next Meeting Date: February 12, 2015 – 3 pm – DAC Lakin Boardroom  
Submission deadline: February 6, 2015

Ventura County Community College District

**District Technical Review Workgroup – DTRW-SS Meeting Notes**

November 13, 2014 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

**DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 1.15.15 DTRW-SS MEETING**

**Members:**

Chancellor’s Designee: Lori Bennett, Chair (OC)  
 Co-Chair: Graciela Casillas-Tortorelli, Co-chair (VC)  
 Executive Vice Presidents: Lori Bennett (MC), Carole Bogue (OC), Patrick Jefferson (VC)  
 Academic Senate Presidents: Linda Kama’ila (OC), Nenagh Brown on behalf of Mary Rees (MC), Gloria Arevalo (VC)  
 Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)  
 Registrars: Susan Bricker (VC), Joel Diaz (OC), Dave Anter (MC)  
 Non-instructional designee: Graciela Casillas-Tortorelli (Counselor, OC), Traci Allen (Counselor, MC), Marian Carrasco Nungaray (Counselor, VC)  
 Associated Student Government: ASG Rep vacant (OC), ASG Rep vacant (MC), Victoria Brown (VC)  
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Absent:**

Gloria Arevalo, Victoria Brown, Marian Carrasco-Nungaray, Linda Kama’ila, Victoria Lugo

**Recorder:**

Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Approval of October 9, 2014 Meeting Notes</b>	Dr. Bennett welcomed everyone to DTRW-SS. The meeting commenced at 3:05 pm.  The October 9, 2014 meeting notes were approved as presented.			
<b>OLD BUSINESS</b>				
<b>BP/AP 5300 Student Equity – A new version of AP 5300 was released by CCLC – to be reviewed by DTRW-SS. There is no VCCCD</b>	In October, Dr. Jefferson and Dr. Kama’ila agreed to work on developing an administrative procedure and review the existing Board policy.  More time for development was requested	Develop an AP and review existing BP	ASAP	Linda Kama’ila Patrick Jefferson

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>AP 5300 in BoardDocs and requires development</b>	and this item will return to the December meeting.			
<b>NEW BUSINESS</b>				
<b>Discussion of Collecting Information on Sexual Identity (for future Equity plans) – Linda Kama’ila</b>	A report for aggregate data can be requested from CCCApply. The registrars will ask for data from the State Vice Chancellor’s office. This item will return to the December meeting for more information regarding how the data will be utilized.	Add to December agenda	12.05.14	Laurie Nusser
<b>Choice Act – Section 702, In State Tuition</b>	Ms. Bricker presented the Veterans Access, Choice, and Accountability Act of 2014 as an informational item for the workgroup, which is an expansion of eligibility for nonresident tuition for veterans.			
<b>BP/AP 5520 and 5530</b>	The Board approved these policies and procedures in September, however, the EVPs and DTRW-SS workgroup object to the changes made at the Board meeting which include not allowing representation by an attorney at hearings and use of profanity cannot be used to expel a student. These changes are live on BoardDocs as approved by the Board. This Board policy and administrative procedure requires a rework. A written statement of rationale is required to bring it back to the Board through Chancellor’s Cabinet. The previous version is published in the catalog and requires an addendum to match the current policy and procedure approved by the Board. Ms. Ewins will revise the current procedures and return with new versions to the December meeting.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>BP/AP Status Update</b>	<ul style="list-style-type: none"> <li>• BP/AP 5110 Counseling – assigned to Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – new versions were provided and reviewed by DTRW-SS members. There were suggested revisions made to BP 5110. Ms. Arevalo will revise and Ms. Nusser will send to the Academic Senates for review. To return to the November meeting. Tabled until December. Under review at Academic Senates.</li> <li>• BP/AP 5120 Transfer Center - Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – new versions were provided and reviewed by DTRW-SS members. There were suggested revisions made to BP 5110 Counseling. Ms. Arevalo will make suggested revisions and send to Ms. Nusser for distribution to the Academic Senates and campuses and then back to the November DTRW-SS for final review. Return to December still under review by Academic Senates.</li> <li>• BP/AP 5140 Disabled Students – Karen Engelsen, Pat Ewins - new versions were provided and reviewed by DTRW-SS members. Suggested revisions were made during the meeting. Academic Senates will review and bring feedback to the December meeting.</li> <li>• BP/AP 5300 Student Equity – Linda Kama’ila provided an update regarding student equity plans and asked for input for how detailed the AP should be. A newly revised administrative procedure was released by CCLC in April 2014. Discussion ensued regarding developing a new administrative procedure. This item will</li> </ul>	Agendize all items returning to the December meeting	12.05.14	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>return to the December meeting.</p> <ul style="list-style-type: none"> <li>• BP/AP 5410 Associated Student Elections – Ms. Geisen provided an update and informed the workgroup that the Student Advisors want make changes to the Student Handbook to move to electronic voting and change the GPA from 2.0 to 2.5. Ms. Geisen requested feedback from the workgroup. Discussion ensued regarding the issues. Ms. Geisen will take the feedback to the Student Advisors and get a legal opinion on the matter before moving forward.</li> <li>• BP/AP 5570 Student Credit Card Solicitation – Mary Rees, Linda Kama’ila, Peter Sezzi – tabled due to time constraints.</li> <li>• BP/AP 5700 Athletics – Traci Allen, Tim Harrison – new versions were approved and will go forward to Cabinet, Policy Committee, and Board in February.</li> <li>• BP/AP 5010 Admissions and Concurrent Enrollment: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.</li> <li>• BP/AP 5015 Residence Determination: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.</li> <li>• BP/AP 5020 Non Resident Tuition: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November. Pulled from the November Board meeting and will return to DTRW-SS.</li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Business on Hold or Under Review by Other Workgroups</b>	<ul style="list-style-type: none"> <li>➤ BP/AP 4050 Articulation (Articulation Officers) – approved by DTRW-SS 3.27.14, moved forward to 4.14.14 Chancellor’s Cabinet, returned by Chancellor’s Cabinet to 4.24.14 DTRW-I to clarify questions regarding administrative procedure – returned to 9.18.14 DTRW-I meeting</li> <li>➤ BP/AP 5030 Student Activity Fee Different fees are being requested at different colleges and Rick Trevino will attend the December meeting for presentation of the proposal.</li> <li>➤ BP/AP Distance Education 4105 - Develop New Policy/Procedure – currently under review with DTRW-I.</li> </ul>			
<b>NEXT MEETING</b>	Thursday, December 11, 2014 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline December 5, 2014			

Ventura County Community College District

**District Technical Review Workgroup – DTRW-SS Meeting Notes**

December 11, 2014 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

**DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 1.15.15 DTRW-SS MEETING**

**Members:**

Chancellor’s Designee: Lori Bennett, Chair (OC)  
 Co-Chair: Graciela Casillas-Tortorelli, Co-chair (VC)  
 Executive Vice Presidents: Lori Bennett (MC), Carole Bogue (OC), Patrick Jefferson (VC)  
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Peter Sezzi/Alex Kolesnik (VC)  
 Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)  
 Registrars: Susan Bricker (VC), Joel Diaz (OC), Dave Anter (MC)  
 Non-instructional designee: Graciela Casillas-Tortorelli (Counselor, OC), Traci Allen (Counselor, MC), Marian Carrasco Nungaray (Counselor, VC)  
 Associated Student Government: ASG Rep vacant (OC), ASG Rep vacant (MC), Victoria Brown (VC)  
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Guests:**

Rick Trevino, Student Activities Specialist

**Absent:**

Joel Diaz, Clare Geisen, Victoria Lugo

**Recorder:**

Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Approval of November 13, 2014 Meeting Notes</b>	Dr. Bennett welcomed everyone to DTRW-SS. The meeting commenced at 3:05 pm.  The November 13, 2014 meeting notes were deferred to the January meeting.			
<b>OLD BUSINESS</b>				
<b>BP/AP 5300 Student Equity – A new version of AP 5300 was released by CCLC – to</b>	This item will return to the January meeting.	Develop an AP and review existing BP	ASAP	Linda Kama’ila Patrick Jefferson



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
be reviewed by DTRW-SS. There is no VCCCD AP 5300 in BoardDocs and requires development				
<b>BP/AP 5520 and 5530</b>	<p>This policy and procedure was approved by the Board in September, however, the EVPs and DTRW-SS workgroup object to the changes made at the Board meeting which include not allowing representation by an attorney at hearings and use of profanity cannot be used to expel a student. These changes are live on BoardDocs as approved by the Board. This Board policy and administrative procedure needs a rework. A written statement of rationale is required to bring it back to the Board through Chancellor's Cabinet. The previous version is published in the catalog and requires an addendum to match the current policy and procedure approved by the Board. Ms. Ewins will revise the current procedures and return with new versions to the December meeting.</p>			
<b>NEW BUSINESS</b>				
<b>Review of waitlist policies and first week registration policies – Linda Kama'ila/Karen Engelsen</b>	This item was tabled to January due to time constraints.			
<b>BP/AP Status Update</b>	<ul style="list-style-type: none"> <li>• <b>BP/AP 5110 Counseling</b> – originally assigned to Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – all Senates have different versions, which need to be combined. Suggestions were made for further revisions during the meeting and a sub</li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>group will work to blend documents together. The sub group of Dr. Nungaray-Carrasco, Ms. Allen, and Ms. Rees will revise the documents and send to Ms. Nusser for distribution to the workgroup. It will go to the Oxnard Academic Senate and come back to DTRW-SS in January for final review.</p> <ul style="list-style-type: none"> <li>• BP/AP 5120 Transfer Center – originally assigned to Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – Oxnard College will review the document from Moorpark College – send electronically to Dr. Kama’ila with the understanding that the suggestions made at the meeting will be discussed at Senate. No new document needed.</li> <li>• BP/AP 5140 Disabled Students – originally assigned to Karen Engelsen and Pat Ewins – Ms. Rees will send a new version agreed to by the workgroup to Ms. Nusser who will distribute it to the DTRW-SS members. There will be one final review by workgroup in January.</li> <li>• BP/AP 5300 Student Equity – originally assigned to Linda Kama’ila. A newly revised administrative procedure was released by CCLC in April 2014. Ms. Rees will send a new version agreed to by the workgroup to Ms. Nusser who will distribute it to the DTRW-SS members. There will be one final review by workgroup in January.</li> <li>• BP/AP 5410 Associated Student Elections – In November, Ms. Geisen provided an update and informed the workgroup that the Student Advisors want make changes to the Student Handbook to move to</li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>electronic voting and change the GPA from 2.0 to 2.5. Ms. Geisen requested feedback from the workgroup. Discussion ensued regarding the issues. Ms. Geisen will take the feedback to the Student Advisors and get a legal opinion on the matter before moving forward. This item was tabled in December and will return in January.</p> <ul style="list-style-type: none"> <li>• BP/AP 5570 Student Credit Card Solicitation – Mary Rees, Linda Kama’ila, Peter Sezzi – tabled due to time constraints.</li> <li>• BP/AP 5700 Athletics – Traci Allen, Tim Harrison – new versions were approved in November and will go forward to Cabinet, Policy Committee and to the Board for final approval.</li> </ul>			
<p><b>Business on Hold or Under Review by Other Workgroups</b></p>	<ul style="list-style-type: none"> <li>➤ BP/AP 4050 Articulation (Articulation Officers) – approved by DTRW-SS 3.27.14, moved forward to 4.14.14 Chancellor’s Cabinet, returned by Chancellor’s Cabinet to 4.24.14 DTRW-I to clarify questions regarding administrative procedure – returned to 9.18.14 DTRW-I meeting – still under review at DTRW-I</li> <li>➤ BP/AP 5030 Student Activity Fee – this policy and procedure are currently under review with DOC and DCAS.</li> <li>➤ BP/AP Distance Education 4105 – Develop New Policy/Procedure – currently under review with DTRW-I.</li> </ul>			
<p><b>NEXT MEETING</b></p>	<p>Thursday, December 11, 2014 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline December 5, 2014</p>			

**From:** Clare Geisen

**Sent:** Monday, January 12, 2015 7:00 PM

**To:** Greg Gillespie; Richard Duran; Bernard Luskin; Brian Fahnestock; Michael Shanahan; Dave Fuhrmann; Joel Justice

**Cc:** Jamillah Moore; Laurie Nelson-Nusser; Patti Blair

**Subject:** Student Elections Spring 2015 -- Board Policy/Procedure

Good evening,

Since we did not meet for Cabinet today, I am sharing with you the attached student election materials that I am taking to DTRW-SS this week. If all goes well at DTRW-SS, the items will be placed on the February 10 Board Agenda for approval. Work begins on student elections in February/March, so timing is important. Please note that the College Student Advisors are reviewing the changes with Associated Students next week. I do not anticipate any challenges, however, I will pull the item from advancing should something significant come up that cannot be changed without further discussion.

**Attachments:**

- **BP 2105 Election of Student Member.** No changes.
- **AP 2105 Election of Student Member.** Minor change to align AP title to BP title.
- **BP 5410 Associated Students Elections.** Added language regarding "Student Election Standard Operating Practices" to align Associated Students elections with Student Trustee elections. All use the same operating practices manual.
- **Student Election Standard Operating Practices manual for Student Trustee Elections and Associated Students Elections.** The College Associated Students Advisors and I review this manual annually and make adjustments as needed. In a nutshell, this year's significant changes are as follows:
  - Write-in Candidates section – unfilled/vacant Associated Students' positions following the elections will be filled by appointment as determined by each College Associated Students' organization and the Associated Students Advisor.
  - Voting will be electronic this year – no handwritten ballots. IT is working on this project.
  - Students can now combine their campaigning activities to create "slates" of candidates.
  - Campaign Assistants form has been eliminated.
  - Campaign expenditures' limit has been increased.
  - Added "semester" and cumulative GPA. (GPA minimum remains at 2.0.)
  - Added language that students running for election "have not violated the Student Conduct Code."
  - Eliminated the Candidate Checklist.
  - Revised Campaign Posting of Materials section – Election Committees approve candidate materials in accordance with campus requirements.

If you have any questions or concerns, please contact me. Spring 2015 Student Elections will be held in mid-April.

Clare Geisen

Director of Administrative Relations

Chancellor's Office

Ventura County Community College District

Book VCCCD Board Policy Manual  
Section Chapter 2 Board of Trustees  
Title BP 2105 ELECTION OF STUDENT MEMBER  
Number BP 2105  
Status Active  
Legal [See Attorney General Opinion 126, 62 Ops \(1979\)](#)  
[California Education Code 72103](#)  
[California Education Code 72023.5](#)  
Adopted October 14, 2008  
Last Reviewed May 8, 2012

The student member shall be elected by all the students enrolled in the District in a general election held for that purpose. Normally an election will be held in the spring semester to ensure the office is filled by June 1. The student member may be recalled by all students of the student body in an election held for that purpose in accordance with administrative procedures adopted by the Chancellor, except that all members of the student body shall be permitted to vote in the recall election.

Special elections shall be held if the office becomes vacant by reason of the resignation, recall, or disqualification of an elected student member, or by any other reason. Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Chancellor.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application at their campus of residence certifying that the candidate is eligible for service under the criteria set forth in California law and these policies.

An election will be conducted at each college in accordance with *Student Election Standard Operating Practices* adopted by the college student elections, except that all members of the student body shall be permitted to vote for the student member. Each candidate from throughout the District who has qualified shall be listed on the ballot at each college. The successful candidate must receive a plurality of all votes cast.

See [Administrative Procedure 2105](#).

Book VCCCD Administrative Procedure Manual  
Section Chapter 2 Board of Trustees  
Title AP 2105 ELECTION OF STUDENT'S ~~S~~ MEMBER  
Number AP 2105  
Status Active  
Legal [See Attorney General Opinion 126, 62 Ops \(1979\)](#)  
[California Education Code Section 72103](#)  
[California Education Code Section 72023.5](#)  
Adopted March 10, 2009  
Last Reviewed May 8, 2012

### Election

The student member shall be elected by a plurality vote of those voting in a regular election of the student body. All members of the student body may vote. Normally, the election will be conducted during the spring semester and will be completed in time for the student member to take office on June 1.

### Recall

The student member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Chancellor of a petition signed by at least 20 percent of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within 30 days of a regularly scheduled election for student member.

### Vacancy

Upon notice to the Chancellor that a vacancy has occurred, the Chancellor shall, within 30 days, call a special election. No special election will be called if the vacancy occurs within 30 days of a regularly scheduled election for student member. The office shall become vacant if the student member becomes ineligible for the office, resigns, is recalled, or leaves for any other reason.

Book VCCCD Board Policy Manual  
Section Chapter 5 Student Services  
Title: BP 5410 ASSOCIATED D STUDENTS ELECTIONS  
Number BP 5410  
Status Active  
Legal Education Code Section 76061  
Adopted April 18, 2006  
Last Reviewed

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with Student Election Standard Operating Practices~~procedures established by the Chancellor.~~

Any student elected as an officer in the Associated Students shall meet the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units.
- The student shall meet and maintain the minimum standards of scholarship.

No Administrative Procedure required.

See also BP/AP 2105 Election of Student Member

**STUDENT ELECTION STANDARD OPERATING PRACTICES  
FOR  
ASSOCIATED STUDENTS' POSITIONS  
AND  
STUDENT TRUSTEE POSITION**



**Ventura County Community College District  
Moorpark College · Oxnard College · Ventura College**

**February 20154**

Questions/Comments?

Contact Director of Administrative Relations, Chancellor's Office  
255 W. Stanley, Avenue, Suite 150, Ventura, CA 93009  
cgeisen@vcccd.edu, 805.652.5504



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<ul style="list-style-type: none"> <li>• Associated Students Election Applications (with Eligibility Verification)</li> <li>• Student Trustee Election Application (with Eligibility Verification)</li> </ul>	
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<ul style="list-style-type: none"> <li>• Candidate Platform Statement</li> <li>• <del>Designated Campaign Assistants</del></li> <li>• Campaign Expenditure Report</li> <li>• Election Calendar</li> <li>• <u>CampaignCampus</u> Posting Requirements</li> <li>• Acceptance of Candidate Election Packet and Acknowledgement of Responsibility</li> <li>• Contact Information</li> <li>• <del>Candidate Checklist</del></li> <li>• Student Trustee Position Description</li> <li>• Board Policy Regarding Student Trustee Position</li> </ul>	

## **VISION, MISSION, VALUES VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

The Board of Trustees adopted the following Vision and Values on March 13, 2007. An updated Mission Statement was adopted by the Board on July 14, 2009.

### **Vision**

The Ventura County Community College District will become the leader in development of high quality, innovative educational programs and services. Keeping in mind that students come first, we will model best practice in instructional and service delivery, student access, community involvement, and accountability.

### **Mission**

The Ventura County Community College District (VCCCD) is committed to assisting students in the attainment of its primary mission as a system of state supported two-year colleges. The primary mission of the District is to produce student learning in lower division level academic transfer and career/vocational degree and certificate programs. Effective, efficient student support services are offered to assist in the accomplishment of the District's primary mission based on need and available resources. Ventura County Community College District works to enhance state, regional, and local economic growth and global competitiveness within the pursuit of its primary mission. Additionally, workforce and economic development activities and services are offered based on need and available resources. English as a Second Language instruction, remedial, adult education, and supplemental learning services that contribute to student success are offered and operated based on need and available resources. Ventura County Community College District improves the quality of community life by offering not-for-credit, recreational, vocational, cultural, and civic programming based on community demand and available resources. All District programs, services, and activities operate within a framework of integrated planning and budgeting. Ongoing, student learning outcome assessment and systematic program review are used to ensure District-wide excellence through sustainable, continuous quality improvement in compliance with its mission.

### **Values**

- We base our actions on what will best serve students and the community.
- We maintain high standards in our constant pursuit of excellence.
- We recognize and celebrate creativity, innovation, and entrepreneurship.
- We demonstrate integrity and honesty in action and word.
- We communicate openly and respectfully to students, colleagues, and members of the public.
- We hire and retain personnel who reflect the diversity of the communities we serve.
- We promote inclusiveness and openness to differing viewpoints.
- We use data, research, and open discussion to drive our plans and decisions.
- We demonstrate responsible stewardship for our human, financial, physical, and environmental resources.
- We seek and maintain long-term partnerships with the communities we serve.

## Ventura County Community College District

### Student Election Standard Operating Practices for Associated Students' Positions and Student Trustee Position

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The following student election standard operating practices are to be applied uniformly throughout Ventura County Community College District (VCCCD). Except where noted, the standard operating practices will apply to the Associated Students' positions at Moorpark College, Oxnard College, and Ventura College, including Ventura College Santa Paula Site, and to the Student Trustee seated with the Board of Trustees. (Reference Education Code §72023.5, §76060 and §76061).

Any student interested in running for an Associated Students' position must complete and submit to an Associated Students Election Ad Hoc Committee Chairperson an **Associated Students Election Application**, which may be obtained from the Associated Students Office at each campus immediately following the "Call for Candidates" each election year. Election applications will be available for completion and submission during a specified time period defined in the Call for Candidates. Associated Students Election Applications must include a section notifying students of the option to run for the Student Trustee position and direct any interested student to contact the Associated Students Advisor or the Chancellor's Office for a separate **Student Trustee Election Application**.

Students advancing to candidacy may run for only one position on all ballots for one election period. A candidate's "primary campus" is defined as the College campus where the student is enrolled in the majority of his or her units. All successful Associated Students' candidates and the successful Student Trustee candidate will assume office on June 1 and serve through the following May 31.

#### SECTION I – CANDIDATE REQUIREMENTS

- A. Candidates for Student Trustee and Associated Students' positions must:
1. Be at least 18 years of age prior to assuming office;
  2. Be currently registered at Moorpark College, Oxnard College, or Ventura College (including Ventura College Santa Paula Site);
  3. Be continuously enrolled in 5 or more units when declaring candidacy and during term in office (excluding summer and winter intersessions);
  4. Hold and maintain during term of office a semester and cumulative Grade Point Average (GPA) of 2.00 or higher; and
  5. Be in good standing academically, not currently on academic or disciplinary probation, have not violated the Student Conduct Code, and

have not been expelled from a College-based Associated Students' position.

B. Additional requirements for candidates for Student Trustee and Associated Students' positions of President and Vice President:

1. Must have completed a minimum of 12 units taken at the candidate's primary campus by the end of the current spring semester, and
2. Shall not hold the position of Student Trustee concurrently with that of an Associated Students' position at any of the Colleges within ~~the~~-Ventura County Community College District.

C. Following a student's submission of a completed Student Election Application and Eligibility Verification, the Associated Students Advisor at each College will verify each candidate's standing, unit requirements, and GPA standing with the Records and Admissions office before approval of candidacy. The Associated Students Advisor at each College will then forward Student Trustee candidates' verifications to the Chancellor's Office.

D. Verification of the elected Student Trustee's and elected Associated Students' continuing unit requirements and academic standing will occur at the end of each semester by the Chancellor's Office for the Student Trustee and by the Associated Students Advisors for Associated Students. Failure to maintain academic standards and unit requirements, violation of the Student Conduct Code, or if placed on academic or disciplinary probation, will result in automatic removal from a position.

## SECTION II – CANDIDACY

A. Election Calendar

No later than the first week of February each year, the Chancellor's Designee will call together the Associated Students Advisor at each college to determine the Student Elections Calendar. The Election Calendar will then be provided at the Candidates Meetings in the Election Packet.

B. Candidates Meetings

All accepted potential candidates for Associated Students' positions must attend one Candidates Meeting at the College where they will run for election. Candidates Meetings will be facilitated by the Associated Students Election Ad Hoc Committee at each College. Student Trustee Candidates will attend one Candidates Meeting at his/her primary campus facilitated by the Associated Students Election Ad Hoc Committee and attend one additional Student Trustee Candidates Meeting at the District Administrative Center facilitated by the Chancellor's Designee. Student Election Standard Operating Practices will be reviewed at the Candidates Meetings, and all candidates will be responsible for knowing and adhering to Student Election Standard Operating Practices.

- C. Each candidate will receive a Candidate Election Packet at a required Candidates Meeting. No Candidate Election Packets will be available prior to the date of the Candidates Meetings at each campus. Upon receipt, each candidate will sign an Acceptance of Candidate Election Packet and Acknowledgement of Responsibility form and submit same to the Associated Students Election Ad Hoc Committee Chairperson. Student Trustee candidates' documents will then be forwarded to the Chancellor's Designee by the Associated Students Election Ad Hoc Committee Chairperson or Associated Students Advisor.

### **SECTION III – CANDIDATE ELECTION PACKET**

- A. The following documents for Student Trustee and Associated Students' elections are contained in the Candidate Election Packet. Candidates must meet the specific requirements contained in the Student Election Standard Operating Practices and complete and submit all required documents in the Candidate Election Packet **prior to initiating any campaign activities.**

#### **Candidate Election Packet (See Appendix B)**

Documents applicable to both Associated Students' positions and Student Trustee position:

- Candidate Platform Statement (Complete and submit to Election Ad Hoc Committee Chairperson prior to campaigning.)
- ~~Designated Campaign Assistants (Complete and submit to Election Ad Hoc Committee Chairperson prior to campaigning.)~~
- Campaign Expenditure Report
- Election Calendar
- ~~College/District Campus~~ Posting Requirements
- Acceptance of Candidate Election Packet and Acknowledgement of Responsibility (Complete and submit to Election Ad Hoc Committee Chairperson at Candidates Meeting.)
- Contact Information
- ~~Candidate Checklist~~

Additional documents specific to Student Trustee position:

- Student Trustee Position Description
- Board Policy

**Proper completion of an application and verification of eligibility must occur before receiving approval for candidacy.** Candidates may contact the Associated Students Advisor at his or her primary ~~C~~e college of attendance or the Chancellor's Designee with questions related to completion of applications and related forms. Contact information is provided at the end of the Student Election Standard Operating Practices and in the Candidate Election Packet.

## SECTION IV – ~~WRITE-IN CANDIDATES~~ APPOINTMENTS

~~A. ALL active write-in candidates must:~~

- ~~1. Meet the Candidate Requirements as stated in the Student Election Standard Operating Practices;~~
- ~~2. Obtain, read, and review Student Election Standard Operating Practices with an Associated Students Advisor; and~~
- ~~3. Complete and submit all required forms in the Candidate Election Packet provided with the Student Election Standard Operating Practices (referenced in Section III above and provided in Appendix B) for the specified position to the Associated Students Advisor at the primary college of attendance by noon on the Thursday following the election.~~

Unfilled/vacant Associated Students' positions following the election will be filled by appointment as determined by each College Associated Students' organization and the Associated Students Advisor.

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## SECTION V – CAMPAIGNING

A. ~~VCCCD Administrative Relations will provide eEach eCollege with ill post-student election posters and/or flyers for posting on campus and on District/College websites in a public place on campus and at the Ventura College Santa Paula Site.~~

- B. A candidate may begin campaigning on the date and time specified on the Election Calendar provided at the Candidates' Meeting and after.
1. Completing the requirements set out in the Candidate Election Packet and Student Election Standard Operating Practices;
  2. Receiving official approval for candidacy in writing by the Chancellor for the Student Trustee position or an Associated Students Election Ad Hoc Committee for Associated Students' positions;
  3. Attending a Candidates Meeting at the campus of primary attendance; and
  4. Attending an additional Student Trustee Candidate Meeting at the District Administrative Center, if a candidate for the Student Trustee position.

C. **Candidates are responsible for all information distributed and reviewed at the Candidates Meetings.** ~~Candidates are also responsible for the actions of individuals assisting with campaigns or campaigning on behalf of a Candidate their campaign managers/campaign assistants and are accountable for any violations by their managers and/or assistants of the Student Election Standard Operating Practices. Candidates and individuals assisting with campaigns or campaigning on behalf of a Candidate Campaign managers and~~

~~campaign assistants~~ must comply with Student Election Standard Operating Practices and College/District campus posting requirements.

- D. Campaigning is defined as talking with students about the candidate, issues, or campaign platforms; giving speeches; presenting ~~recorded~~ messages; making and distributing/posting signs/posters/flyers in approved areas on the College campuses or at the District Administrative Center, buttons, cards, or other campaign materials; and utilizing publicity, including paid advertisements in the online student newspaper. Campaigning involving inappropriate postings in any format, bullying, or personal attacks will not be tolerated and will result in automatic disqualification from the student elections.
- E. A “slate” is a list of candidates running together for election to the various offices. Candidates may ~~not~~ combine their campaigning activities to create “slates” of candidates, and campaign materials may contain ~~only~~ information on ~~one~~ multiple candidates. The election ballot ~~will~~ may not align or designate candidates as belonging to a specific “slate.” however, students will have the opportunity to vote for individual candidates within the slate. ~~However, candidates may support one another for various races and may designate each other as campaign assistants in order to enable each to campaign for the other.~~
- F. Campaign literature posted at the Colleges is subject to the posting requirements at each respective College. Posting of campaign materials is permitted ONLY on designated bulletin boards or other areas specified by campus posting requirements.
1. Candidates shall not “paper” any bulletin board, kiosk, or other specified campaigning area (no more than two materials posted adjacent to the other or on any one side of a bulletin board, kiosk, or other specified campaigning area).
  2. Posted or displayed campaign materials may be no larger than 11” x 17”. In a series of duplicate posters, the Associated Students Election Ad Hoc Committee, Associated Students Advisor, or designee must approve the original poster. Unapproved materials will be removed by the Election Ad Hoc Committee or Associated Students Advisor.
  3. Candidates must obtain advance approval of an instructor to campaign in a classroom. The advance approval shall be submitted by the instructor by telephone or via email to the Associated Student Advisor for Associated Students’ candidates and to the Chancellor’s Designee for Student Trustee candidates. **Unapproved classroom disruptions by candidates will not be tolerated and will result in automatic disqualification from the student elections.**
  4. Destruction and/or removal of a candidate’s publicity by another student, candidate, or campaign assistant are considered to be in violation of the Student Election Standard Operating Practices and subject to disqualification or disciplinary action. Continued destruction of candidates’

publicity will result in the removal of all candidates' publicity for the remainder of the election.

5. No campaigning may take place within a 100-foot radius of a designated polling site at all times.
6. Candidate Platform Statements will be the only allowed campaign material at the polling site(s) at all times. Candidates are responsible for preparing their own Platform Statements for distribution and posting at the polling sites.
7. Candidates are responsible for removing all posted materials within 24 hours following the last day of student elections. Candidates failing to remove posted materials within the 24-hour time period may be charged with reasonable removal and clean-up costs.

## **SECTION VI – ELECTION AD HOC COMMITTEES** **(Applicable Only to Associated Students' Positions at Each Campus)**

- A. Each campus Associated Students shall establish an Associated Students Ad Hoc Election Committee of no less than three students, chaired by the student designated by their campus Associated Students Constitution/Bylaws.
  1. No candidate may serve as a member of the Associated Students Election Ad Hoc Committee.
  2. No member of the Associated Students Ad Hoc Election Committee may endorse a candidate or participate in campaign activities of any kind.
  3. No individual member of the Associated Students Election Ad Hoc Committee speaks for the entire committee. Decisions on election issues must be made by a quorum of the committee in a scheduled committee meeting.
  4. Only the Election Ad Hoc Committees and the Associated Students Advisors have the right to view the personal information of candidates provided within a candidate's records.
- B. The Associated Students Election Ad Hoc Committee at each Ccollege will:
  1. Host a minimum of one Candidates Meeting at each campus to distribute Associated Students Election Packets and assist with the explanation of materials in the packets.
  2. Assist candidates, if requested, in completing the required forms in the Candidate Election Packet.
  3. Advise candidates of their rights and responsibilities during the campaign and election.



4. Administer the general election and any special or runoff elections needed in compliance with Student Election Standard Operating Practices.
5. Review content and oversee the posting of and distribution of any campaign materials in compliance with the Colleges' posting requirements.
6. Be responsible for all publicity regarding elections on campus, with the exception of materials and ads paid for created/distributed by the District Administrative CenterOffice. Notification of the results of the election should be posted within 24 hours of the closing of the polls on the final day of each election whether regular, general, special, or runoff.
7. Staff the polls or recruit and assist a third party, with the approval of an Associated Students Advisor. Two or more poll workers must staff each polling place at all times. Poll workers may not be running for any office or be campaigning on behalf of designated campaign assistants or campaign managers for any candidate.
8. Maintain order at the polls at all times. A candidate may designate a campaign assistant to *observe* the polling process, but no campaigning may occur within the polling area at all times. No campaigning is allowed within a 100-foot radius of the polls at all times, and the radius must be clearly defined. Campus police may be used if security at the polls is considered an issue by the Associated Students Election Ad Hoc Committee.
9. Oversee the ballot tabulation for the Associated Students' election and if requested by the Chancellor or Chancellor's Designee, the Student Trustee election.
10. Confirm the information contained in the "Statement of Accuracy" regarding the tabulation of the ballots for the election.
11. Oversee the removal of all campaign materials from the campus, and cite any candidate whose materials are not removed within 24 hours from the end of the polling period, unless a runoff or special election has been declared with a specific candidate still competing for the position.

## SECTION VII – CAMPAIGN EXPENDITURES

- A. Each candidate, whether successful or unsuccessful in his or her campaign, must complete and submit a Campaign Expenditure Report listing all campaign expenditures. Student Trustee candidates submit the completed Campaign Expenditure Report to the Chancellor's Office, and Associated Students' candidates submit the completed Campaign Expenditure Report to the Associated Students Election Ad Hoc Committee at their primary College of attendance. The deadline for submitting Campaign Expenditure Reports is no

later than the close of polls on the final day of elections and also applies to any runoff elections.

- | B. Campaign expenditures for Student Trustee candidates shall not exceed \$5300, including any runoff election. Campaign expenditures for Associated Students' candidates shall not exceed \$2400, including any runoff election. Candidates may not combine funds with or receive any monetary or in-kind donation (goods or services) from another candidate.
- | C. Candidates may not utilize supplies or equipment belonging to VCCCD and the Ceolleges to prepare campaign materials.
- | D. Candidates may not use Associated Students' funds, Ceollege funds, or VCCCD funds for campaign purposes.
- | E. With the exception of using Ceollege computer labs, all preparation of campaign materials will occur off campus, and all material preparation costs will be included on the Campaign Expenditure Report.
- | F. Candidates are responsible for the actions of ~~their campaign managers~~ individuals campaigning on their behalf ~~and assistants~~ during the preparation of campaign materials.
- | G. Candidates may use a translator in the preparation of campaign materials, which is not considered a campaign expenditure and need not be listed on the Campaign Expenditure Report.

### **SECTION VIII – CAMPAIGN ENDORSEMENTS**

- A. Candidates may solicit endorsements from students and members of student organizations at Moorpark College, Oxnard College, Ventura College, and Ventura College Santa Paula Site. Candidates may use valid endorsements in their campaign materials at the discretion of the Election Ad Hoc Committees.
- B. Soliciting, receiving, and/or utilizing an endorsement from faculty, staff, administrators, outside community groups, or members of the Board of Trustees are a violation of the Student Election Standard Operating Practices. No member of the Election Ad Hoc Committees may endorse a candidate or participate in campaign activities of any kind. No current or previous Student Trustee may endorse any candidate.

### **SECTION IX – CANDIDATE FORUMS**

- A. A Candidate Forum is an event hosted by a student organization that permits candidates to address or debate student issues relevant to the office they are seeking. Should an Election Ad Hoc Committee decide to host a Candidate Forum, all candidates will be notified by the Election Ad Hoc Committee to allow all candidates the opportunity to be heard.

- B. A candidate may choose to utilize a translator for all or part of a Candidate Forum or while campaigning. The cost of utilizing a translator is not considered campaign expenditure and need not be listed on the Campaign Expenditure Report.

## SECTION X – COMPOSITION OF BALLOTS

- A. Candidates for the Student Trustee position and the Associated Students' positions will be placed on separate ballots using a lottery process determined by the Election Ad Hoc Committees.
- B. ~~All ballots used for student elections will be scantron or typed/computer-generated ballots, marked by hand. Space will be provided on ballots for write-in votes.~~ Student election ballots are electronic ballots that can be accessed online at the polling sites for voting purposes by VCCCD students with a valid student ID.

## SECTION XI – VOTING

- A. The Election Ad Hoc Committees will oversee elections at the campuses and Ventura College Santa Paula Site. The Associated Students Election Ad Hoc Committees may appoint a third party for assistance, upon approval by an Associated Students Advisor, to assist during all hours the campus polling site is open.
- B. All voting students must present a valid photo ID to the poll worker who will verify the photo ID matches the likeness of the student.
- C. Each voting student must verify his or her College ID number on the campus Voter Registration List.
- D. A student must be currently enrolled at VCCCD and can vote only one time. If a student is enrolled at more than one eCollege, he or she must vote at their primary campus, which is defined as the eCollege campus where the student is enrolled in the majority of his or her units.
- E. The Ventura College Election Ad Hoc Committee must determine a system to prevent duplicate voting at Ventura College Santa Paula Site.
- F. ~~Each authorized voter will receive a ballot packet consisting of a ballot for the Student Trustee position and a ballot for Associated Students' positions.~~
- FG. Voting shall be by ~~electronic~~secret ballot using online/electronic voting.
- GH. Voters must vote in a booth at the polling location. ~~Leaving the polling area with a ballot is a violation of Student Election Standard Operating Practices, making the ballot(s) invalid.~~

- H. A member of the Election Ad Hoc Committees must receive a written, signed notification of any Student Elections Standard Operating Practices' violation(s) no later than the close of the polls on the last day of voting.
- I. Only members of the Election Ad Hoc Committees, ~~an~~ Associated Students Advisors, ~~or the~~ Chancellor's Designee, ~~or VCCCD IT staff~~ shall have access to the electronic ballots~~move the ballot boxes~~ at the end of balloting.

## SECTION XII – VOTE TABULATIONS

### A. Tabulating the ballots for Associated Students' positions:

1. The Associated Students Election Ad Hoc Committee at each Ccollege ~~or an appointed third party (i.e., League of Women Voters)~~ is responsible for tabulating the ballots and posting results for Associated Students' positions. Associated Students Advisors will oversee the process.
2. Ballot counting for Associated Students' positions shall be completed by the Associated Students Election Ad Hoc Committee no later than 5:00 p.m. on the day following the final day of the election.
3. Only members of the Election Ad Hoc Committees ~~or appointed third party (i.e., League of Women Voters)~~, Associated Student Advisors, and College Presidents or Presidents' Designees may be present during tabulation of ballots.
4. The candidate receiving the majority of votes (plurality) for each position will be the winner.
5. The Associated Students Election Ad Hoc Committee Chairperson ~~or appointed third party (i.e., League of Women Voters)~~ and the Associated Students Advisor will prepare and sign a "Statement of Accuracy" regarding the results of tabulated ballots for the Associated Students' positions.
6. If a tie vote occurs, a one-day runoff election will occur during the following week, as set forth in the Election Calendar, and the Associated Students Election Ad Hoc Committee, shall establish campaign standard operating practices for the runoff election. Associated Student Advisors will oversee the process.

### B. Tabulating the ballots for the Student Trustee position:

1. The Associated Student Advisor at each Ccollege shall email the electronic election results ~~hand deliver the election ballots~~ for the Student Trustee position to the Chancellor's Designee by noon on the day following the final day of the election ~~or arrange to have the Chancellor's Designee pick up the ballots.~~

~~2. Ballots for the Student Trustee position will be tabulated by the Chancellor's Office.~~

~~3-2.~~ The candidate receiving the majority of votes (plurality) will be the announced winner by the Chancellor's Designee.

~~4. The Chancellor's Designee shall notify the Associated Students Advisors of the results, and the Associated Students Advisors will oversee the posting of results.~~

~~5-3.~~ If a tie vote occurs, a one-day runoff election will occur during the following week, as set forth in the Election Calendar, and the Chancellor shall establish campaign standard operating practices for the runoff election.

### **SECTION XIII – APPEAL PROCESS**

- A. Violations of the Student Election Standard Operating Practices may result in the disqualification of a candidate.
- B. If an alleged violation of Student Election Standard Operating Practices occurs:
1. The Chair of the Associated Students Election Ad Hoc Committee (for Associated Students) or Chancellor's Designee (for Student Trustee) must receive written, signed notification of any alleged violation of Student Election Standard Operating Practices by the close of polls on the last day of elections, regardless of the need for any runoff election. The complainant must submit a copy of same to the Associated Students Advisor on the campus where the alleged violation occurred (for Associated Students) or to the Chancellor's Office at the District Administrative Center (for Student Trustee).
  2. The Associated Students Advisor or Election Ad Hoc Committee Chairperson, if so designated, will notify any candidate charged with an alleged violation within 24 hours of receiving notification from the complainant.
  3. The Election Ad Hoc Committees are authorized to enforce Student Election Standard Operating Practices as the standard operating practices relate to Associated Students and Student Trustee elections.
    - a. Each charge of an alleged violation shall be decided by a majority vote of a quorum of the Election Ad Hoc Committee members with an Associated Students Advisor present. A candidate charged with a violation shall have an opportunity to refute the violation prior to a decision by the Election Ad Hoc Committee. The complainant has the burden of proof. The Election Ad Hoc Committee will provide its decision via email upon making its decision, excluding holidays and weekends, and with an Associated Students Advisor present.

The candidate charged with a violation of Student Election Standard Operating Practices may appeal a decision determined by the Election Ad Hoc Committee within 48 hours to the Associated Students Executive Board, or in the case of a Student Trustee violation, to the Chancellor. The appeal must be in writing, setting forth the alleged violation by the candidate, the section of the Student Election Standard Operating Practices alleged to have been violated, and the decision being appealed, with a copy of same provided to the Associated Students Advisor during the same time period. The candidate appealing a decision of the Election Ad Hoc Committee shall have an opportunity to participate in the appeal process. To conclude the appeal process, the Associated Students Executive Board of the Associated Students will provide its final decision via email upon making its decision, excluding holidays and weekends, and with an Associated Students Advisor present. The Associated Students Advisor will be present for all discussions related to the appeal, including the final decision on the appeal.

- b. At any level of reviewing a Student Election Standard Operating Practices' violation, the hearing body (*i.e.*, Election Ad Hoc Committees, Associated Students Executive Board, or Chancellor) may determine:
  - i. The violation is considered minimal and does not require the disqualification of the candidate, or
  - ii. The violation is significant and requires disqualification of the candidate.

~~4. If a candidate abandons an appeal at any time during the process, the candidate will be considered disqualified.~~

~~5.4.~~ A candidate will be referred to the appropriate Administrator for violations of the ~~C~~college Student Conduct Code. The Administrator will implement guidelines appropriate to violations of the ~~e~~Ccollege Student Conduct Code.

C. Challenged Candidates:

1. If a challenged candidate has not exhausted the appeal process prior to the start of voting, the challenged candidate's name will appear on the ballot and voting will proceed as set forth on the Election Calendar.
2. If a candidate is challenged, or if a challenged candidate's appeal is completed after the voting, resulting in both a final decision against the challenged candidate and disqualification of the challenged candidate, all votes cast for the disqualified candidate will be voided. If the disqualified candidate would have won the election, the candidate with the next highest vote total shall be declared the winner.
3. If all candidates for a position are successfully challenged for violations of the Student Election Standard Operating Practices, a new election will be held.

D. If a complaint is received alleging a violation of Student Election Standard Operating Practices by the Election Ad Hoc Committees or other students or parties attempting to disrupt the election, the complaint must be made in writing, signed by the complainant, and delivered to the appropriate College President or Chancellor for review and resolution.

~~E. Any candidate may request one recount of the position sought by that candidate in the election if such request is made in writing, signed by the candidate by noon the day following the election, and delivered to the Associated Students Election Ad Hoc Committee Chairperson or Chancellor's Office. College Presidents or the Chancellor may request recounts of positions.~~

#### SECTION XIV – AUTHORITY

All candidates are bound by the contents of the Student Election Standard Operating Practices and Election Packet. Any language or items not addressed in the Student Election Standard Operating Practices or Election Packet will be interpreted or addressed by the Chancellor and Chancellor's Designee in the case of a Student Trustee election, or by the Election Ad Hoc Committee of each College, with the approval of the Associated Students Advisor in the case of Associated Students' elections.

## **CONTACT INFORMATION**

### **Questions? Please contact the following regarding student elections:**

Linda Webb, Associated Students Advisor  
Oxnard College  
4000 South Rose Avenue, Oxnard, CA 93033  
Tel. 805.986.5883 Email: lwebb@vcccd.edu

Sharon Miller, Associated Students Advisor  
Moorpark College  
7075 Campus Road, Moorpark, CA 93012-1695  
Tel. 805.378.1434 Email: smiller@vcccd.edu

Rick Trevino, Associated Students Advisor  
Ventura College  
4667 Telegraph Road, Ventura, CA 93003  
Tel. 805.654.6487 Email: rtrevino@vcccd.edu

### **Chancellor's Designee (Questions related to Student Trustee Position)**

Clare Geisen, Director of Administrative Relations  
Ventura County Community College District  
255 W. Stanley Avenue, Suite 150, Ventura, CA 93001  
Tel. 805.652.5504 Email: cgeisen@vcccd.edu



## APPENDIX A

### ASSOCIATED STUDENTS ELECTION APPLICATIONS WITH ELIGIBILITY VERIFICATION

Any student interested in running for an Associated Students' position must complete and submit to an Associated Students Election Ad Hoc Committee Chairperson an **Associated Students Election Application with Eligibility Verification**, which may be obtained from the Associated Students Office at each campus immediately following the announcement of Student Elections each year. Election applications will be available for completion and submission during a specified time period defined in the Student Elections announcement. Associated Students Election Applications must include a section on the application notifying students of the option to run for the Student Trustee position and directing any interested student to contact the Associated Students Advisor or the Chancellor's Designee for a separate **Student Trustee Election Application with Eligibility Verification**.

Election Applications with Eligibility Verifications for Moorpark College, Oxnard College, Ventura College, and District Administrative Center are attached as follows:

- Associated Students Election Application (Moorpark College)
- Associated Students Election Application (Oxnard College)
- Associated Students Election Application (Ventura College)
- Student Trustee Election Application (District Administrative Center)

**Associated Students Election Application  
With Eligibility Verification  
(Moorpark College)**



ELECTION APPLICATION WITH ELIGIBILITY VERIFICATION

Moorpark College Associated Students Board of Directors

Name: \_\_\_\_\_ Student I.D. No.: \_\_\_\_\_
Print Student 900 Number
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_
Home Phone #: (\_\_\_\_) \_\_\_\_\_ Cell Phone #: (\_\_\_\_) \_\_\_\_\_
My.VCCCD.edu Email Address: \_\_\_\_\_

For which office are you seeking election? Please mark only one position:

- President, Vice President, Director of External Affairs, Director of Campus Events, Director of Budget & Finance, Director of Academic Affairs, Director of Student Organizations, Director of Constitution & Rules, Director of Public Relations, Director of Student Services, Student Trustee (Please request separate Student Trustee Election Application from Associated Students Advisor.)

Students interested in Student Trustee Position on Board of Trustees for Ventura County Community College District (check box on right):

Qualifications for Candidacy:

- 1. Shall be 18 years of age prior to assuming office.
2. Shall be considered in good standing at Moorpark College (not currently on academic or disciplinary probation, have not violated the Student Conduct Code, or been expelled from a College-based Associated Students' position) (non-probationary, academic or disciplinary) and maintain throughout the term of office, if elected.
3. Shall be enrolled in a minimum of 5 units at the time this application is filed and throughout the term of office if elected (excluding summer and winter intersessions).
4. Shall have and maintain a 2.0 minimum semester and cumulative GPA at the time this application is filed and throughout the term of office if elected.
5. Presidential and Vice Presidential candidates shall have completed at least 12 VCCCD semester units acquired at Moorpark College by the end of the current spring semester.

I have completed this application in its entirety and to the best of my knowledge. I hereby acknowledge the criteria for candidacy, and I meet the stated qualifications. I understand that any means of falsification on this application is grounds for disqualification and may be construed as a violation of the election standard operating practices. I also understand that completing this application does not guarantee that I will qualify as a candidate for this election.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit original completed application with eligibility verification to the elections chairperson in the Associated Students office, Campus Center Room 152 by 12 p.m. Noon on April 13, 2015.

For A.S. Use Only:
Unit Load: \_\_\_\_\_ Units Comp.: \_\_\_\_\_ G.P.A.: \_\_\_\_\_
Associated Students Advisor \_\_\_\_\_ Elections Chairperson \_\_\_\_\_
Administrator Clearance Regarding Student Standing \_\_\_\_\_

## Student Elections Eligibility Verification

### Associated Students Position

Name: _____	Student I.D. No.: _____ <small style="text-align: right;">Student 900 Number</small>
Home Phone #: (____) _____	Cell Phone #: (____) _____
My.VCCCD.edu Email Address: _____	
Student Primary College: <input type="checkbox"/> Moorpark College <input type="checkbox"/> Oxnard College <input type="checkbox"/> Ventura College	

**Qualifications for Candidacy:**

- Shall be at least 18 years of age prior to assuming office;
- Shall be currently registered at Moorpark College, Oxnard College, or Ventura College (including Ventura College Santa Paula Site);
- The President and Vice President shall have completed a minimum of 12 units taken at the student's primary **C**ollege prior to assuming office;
- Shall be continuously enrolled in 5 or more units when declaring candidacy and during term in office (excluding summer and winter intersessions);
- Shall be in good standing **academically**, maintain a 2.0 **semester and** cumulative grade point average (GPA); ~~(not be on academic or disciplinary probation, **have not violated the Student Conduct Code**, and not have been expelled from a **C**ollege-based Associated Students' position);~~ and
- Shall not hold the position of Student Trustee concurrently with that of an Associated Students' position at any of the **C**olleges within Ventura County Community College District.

For Records Dept. Use Only:	
Unit Load: _____	Units Comp.: _____ CUM G.P.A.: _____
Date of Birth/Age: _____	Academic Probation: _____
Signature & Printed Name of Staff Person Verifying this Information	Date

For Dean of Students to verify Disciplinary Status:	
Is this student in good standing with Ventura County Community College District regarding student conduct?	YES    or    NO
Administrator Signature Regarding Student Standing	Date

**I grant permission for the AS Advisor at my primary **C**ollege (Moorpark College, Oxnard College, or Ventura College) to verify my eligibility to apply as a candidate in the student elections.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Associated Students Election Application  
With Eligibility Verification  
(Oxnard College)**



**ELECTION APPLICATION  
WITH ELIGIBILITY VERIFICATION  
Oxnard College Associated Student Government**

Name: \_\_\_\_\_ Student I.D. No.: \_\_\_\_\_  
Print Student 900 Number  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone #: (\_\_\_\_) \_\_\_\_\_ Cell Phone #: (\_\_\_\_) \_\_\_\_\_  
 My.VCCCD.edu Email Address: \_\_\_\_\_

**For which office are you seeking election? Please mark only one position:**

<input type="checkbox"/> President	<input type="checkbox"/> Treasurer
<input type="checkbox"/> Vice President	<input type="checkbox"/> Public Relations Officer
<input type="checkbox"/> Secretary	<input type="checkbox"/> Senator

**Students interested in Student Trustee Position on Board of Trustees for Ventura County Community College District (check box on right):**

Student Trustee (Please request separate Student Trustee Election Application from Associated Students Advisor.)

**Qualifications for Candidacy:**

- Must be currently registered at Oxnard College.
- Each candidate for Associate Student Government position shall:
  - Be enrolled in five or more unites when declaring candidacy and during the term of office.
  - Hold a **semester and** cumulative Grade Point Average (GPA) of 2.0 or higher upon filing for candidacy and maintain a cumulative GPA of 2.0 or higher during the term of office.
  - Be at least 18 years of age prior to assuming office.
  - Shall be considered in good standing at Oxnard College (not currently on academic or disciplinary probation, have not violated the Student Conduct Code, or been expelled from a College-based Associated Students' position (non-probationary, academic or disciplinary)) and maintain throughout the term of office, if elected.
- In addition each candidate for Associate Student Government President and Vice President shall:
  - Have completed a minimum of 18 units at one or more of the District's Colleges or education centers prior to assuming office.
  - Have at least one complete semester of experience in leadership at either the high school or college level, including student government, club activities, or athletics, or outside service or leadership group.

I have completed this application in its entirety and to the best of my knowledge. I hereby acknowledge the criteria for candidacy, and I meet the stated qualifications. I understand that any means of falsification on this application is grounds for disqualification and may be construed as a violation of the election procedures. I also understand that completing this application does not guarantee that I will qualify as a candidate for this election.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit original completed application with eligibility verification to the Election Committee Chairperson in the Associated Students Office by 12 p.m. Noon on April 13~~4~~4, 2014~~5~~.

*For A.S. Use Only:*  
 Unit Load: \_\_\_\_\_ Units Comp.: \_\_\_\_\_ G.P.A.: \_\_\_\_\_  
 \_\_\_\_\_  
 Associated Students Advisor Election Committee Chairperson  
 \_\_\_\_\_  
 Administrator Clearance Regarding Student Standing

## Student Elections Eligibility Verification

### Associated Students Position

Name: _____	Student I.D. No.: _____ <small style="text-align: right;">Student 900 Number</small>
Home Phone #: (____) _____	Cell Phone #: (____) _____
My.VCCCD.edu Email Address: _____	
Student Primary College: <input type="checkbox"/> Moorpark College <input type="checkbox"/> Oxnard College <input type="checkbox"/> Ventura College	

**Qualifications for Candidacy:**

- Shall be at least 18 years of age prior to assuming office;
- Shall be currently registered at Moorpark College, Oxnard College, or Ventura College (including Ventura College Santa Paula Site);
- The President and Vice President shall have completed a minimum of 18 units taken within Ventura County Community College District prior to assuming office;
- Shall be continuously enrolled in 5 or more units when declaring candidacy and during term in office (excluding summer and winter intersessions);
- Shall be in good standing ~~academically~~, maintain a 2.0 ~~semester and~~ cumulative grade point average (GPA); ~~(not currently on academic or disciplinary probation, have not violated the Student Conduct Code, or been expelled from a College-based Associated Students' position)~~ ~~not be on academic or disciplinary probation, and not have been expelled from a college-based Associated Students' position~~; and
- Shall not hold the position of Student Trustee concurrently with that of an Associated Students' position at any of the ~~C~~olleges within Ventura County Community College District.

For Records Dept. Use Only:	
Unit Load: _____	Units Comp.: _____ CUM G.P.A.: _____
Date of Birth/Age: _____	Academic Probation: _____
Signature & Printed Name of Staff Person Verifying this Information	Date

For Dean of Students to verify Disciplinary Status:	
Is this student in good standing with Ventura County Community College District regarding student conduct?	YES    or    NO
Administrator Signature Regarding Student Standing	Date

**I grant permission for the AS Advisor at my primary ~~C~~ollege (Moorpark College, Oxnard College, or Ventura College) to verify my eligibility to apply as a candidate in the student elections.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Associated Students Election Application  
With Eligibility Verification  
(Ventura College)**





ELECTION APPLICATION WITH ELIGIBILITY VERIFICATION

VENTURA COLLEGE ASSOCIATED STUDENTS BOARD

Name: Student I.D. No.: Address: City: Zip: Home Phone: Cell Phone: Email:

PLEASE CHECK BOX FOR THE OFFICE YOU ARE SEEKING ELECTION (one only):

- President, Vice-President, Treasurer, Executive Secretary, Director of External Affairs, Senator, External Affairs, Senator, Internal Affairs

Students interested in the STUDENT TRUSTEE POSITION ON THE BOARD OF TRUSTEES for Ventura County Community College District, please check box below:

- Student Trustee (Please request separate Student Trustee Election Application from the Associated Students Advisor)

Qualifications for Candidacy:

- 1. Shall be 18 years of age prior to assuming office. 2. Shall be considered in good standing at Ventura College... 3. Shall be enrolled in a minimum of 5 units... 4. Shall have and maintain a 2.0 minimum semester and cumulative GPA... 5. Presidential and Vice Presidential candidates shall have completed at least 12 VCCCD semester units...

I have completed this application in its entirety and to the best of my knowledge. I hereby acknowledge the criteria for candidacy, and I meet the stated qualifications. I understand that any means of falsification on this application is grounds for disqualification and may be construed as a violation of the election standard operating practices. I also understand that completing this application does not guarantee that I will qualify as a candidate for this election.

Applicant's Signature: Date:

NOTE TO APPLICANT: Submit original completed applications with eligibility verification to the elections chairperson in the Associated Students Office by NOON on April 14, 2015.

Do NOT Write Below This Line

For A. S. Office Use Only

Unit Load: Units Comp.: G.P.A.:

Associated Students Advisor

Administrator Clearance Regarding Student Standing

## Student Elections Eligibility Verification

### Associated Students Position

Name: _____	Student I.D. No.: _____ <small style="text-align: right;">Student 900 Number</small>
Home Phone #: (____) _____	Cell Phone #: (____) _____
My.VCCCD.edu Email Address: _____	
Student Primary College: <input type="checkbox"/> Moorpark College <input type="checkbox"/> Oxnard College <input type="checkbox"/> Ventura College	

**Qualifications for Candidacy:**

- Shall be at least 18 years of age prior to assuming office;
- Shall be currently registered at Moorpark College, Oxnard College, or Ventura College (including Ventura College Santa Paula Site);
- The President and Vice President shall have completed a minimum of 12 units taken within Ventura County Community College District prior to assuming office;
- Shall be continuously enrolled in 5 or more units when declaring candidacy and during term in office (excluding summer and winter intersessions);
- Shall be in good standing ~~academically~~, maintain a 2.0 semester and cumulative grade point average (GPA); ~~(not currently on academic or disciplinary probation, have not violated the Student Conduct Code, or been expelled from a College-based Associated Students' position) not be on academic or disciplinary probation, and not have been expelled from a college-based Associated Students' position~~; and
- Shall not hold the position of Student Trustee concurrently with that of an Associated Students' position at any of the Colleges within Ventura County Community College District.

For Records Dept. Use Only:		
Unit Load: _____	Units Comp.: _____	CUM G.P.A.: _____
Date of Birth/Age: _____	Academic Probation: _____	
Signature & Printed Name of Staff Person Verifying this Information		Date

For Dean of Students to verify Disciplinary Status:		
Is this student in good standing with Ventura County Community College District regarding student conduct?	YES	or NO
Administrator Signature Regarding Student Standing	Date	

**I grant permission for the AS Advisor at my primary College (Moorpark College, Oxnard College, or Ventura College) to verify my eligibility to apply as a candidate in the student elections.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Trustee Election Application  
With Eligibility Verification  
(District Administrative Center)**



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
Board of Trustees**

**STUDENT TRUSTEE ELECTION APPLICATION  
WITH ELIGIBILITY VERIFICATION**

20154-20165

**Candidate's Name:** Last: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

**Address:** Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Telephone:** Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Student ID #:** \_\_\_\_\_

**My.VCCCD.edu**

**Email Address:** \_\_\_\_\_

**Primary College:**  Moorpark College  Oxnard College  Ventura College

**STUDENT TRUSTEE CANDIDATE QUALIFICATIONS:** Students applying for the Student Trustee position are required to meet all of the following qualification criteria as stated in the Student Election Standard Operating Practices in order to be declared an eligible candidate:

- Shall be at least 18 years of age prior to assuming office.
- Shall be currently registered at Moorpark College, Oxnard College, or Ventura College (including Ventura College Santa Paula Site);
- Shall have completed a minimum of 12 units taken within Ventura County Community College District prior to assuming office;
- Shall be continuously enrolled in 5 or more units when declaring candidacy and during term in office (excluding summer and winter intersessions);
- Shall be in good standing ~~academically~~, maintain a 2.0 semester and cumulative grade point average (GPA) ~~and~~ (not be on academic or disciplinary probation, have not violated the Student Conduct Code, and not have been expelled from a College-based Associated Students' position); and
- Shall not hold the position of Student Trustee concurrently with that of an Associated Students' position at any of the Colleges within Ventura County Community College District.

**Completed application with eligibility verification must be returned to the Associated Students Advisor at student's primary campus (College where student is enrolled in the majority of units taken) or the Chancellor's Office no later than NOON on April 134, 20154.**

**1. Student Election Standard Operating Practices**

The Student Election Standard Operating Practices of Ventura County Community College District govern all aspects of the campaign and election for the Student Trustee position.

**2. Verification**

Once all potential candidate qualifications and applications have been checked, verified, and approved, the Chancellor's Office will notify eligible candidates by telephone or email and notify, in writing, each Associated Students Advisor verifying the list of successful candidates for the Student Trustee position.

**3. Campaigning**

Associated Students Candidates who have been notified of their eligibility may begin campaigning provided he/she has attended a minimum of one mandatory Candidates Meeting provided at his or her primary College campus. Student Trustee Candidates must attend one Candidates Meeting at his/her primary campus and one additional Student Trustee Candidates Meeting at the District Administrative Center facilitated by the Chancellor's Designee. **All Candidates must have proof of verification/eligibility prior to campaigning.**

**4. Campaign Costs**

The entire cost of the campaign (Student Trustee candidates - ~~\$3500~~ maximum), not including statements provided by Ventura County Community College District, will be the responsibility of the candidate, including such things as printing, postage, phone calls, mailings, etc. The use of a translator will not be charged to a candidate's campaign.

I have completed this Election Application in its entirety and to the best of my knowledge. I hereby acknowledge the criteria for candidacy, and I meet the stated qualifications. I understand that any falsification on this application is grounds for disqualification and may be construed as a violation of the Student Election Standard Operating Practices. I also understand that completing this Election Application does not guarantee that I will qualify as a candidate for this election. As a candidate, I understand I waive my rights of privacy as they relate to media coverage and photographs during my candidacy. Should I be the successful Student Trustee Candidate, I understand I must maintain good standing (non-probationary, academic or disciplinary) throughout the term of my service as Student Trustee.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Administrator Clearance Regarding Student Standing

## Student Elections Eligibility Verification

### Student Trustee Position

Name: \_\_\_\_\_ Student I.D. No.: \_\_\_\_\_  
Student 900 Number

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Cell Phone #: (\_\_\_\_) \_\_\_\_\_

My.VCCCD.edu Email Address: \_\_\_\_\_

Student Primary College:  Moorpark College  Oxnard College  Ventura College

**Qualifications for Candidacy:**

- Shall be at least 18 years of age prior to assuming office;
- Shall be currently registered at Moorpark College, Oxnard College, or Ventura College (including Ventura College Santa Paula Site);
- Shall have completed a minimum of 12 units taken within Ventura County Community College District prior to assuming office;
- Shall be continuously enrolled in 5 or more units when declaring candidacy and during term in office (excluding summer and winter intersessions);
- Shall be in good standing ~~academically~~, maintain a 2.0 semester and cumulative grade point average (GPA); ~~(not be on academic or disciplinary probation, have not violated the Student Conduct Code, and not have been expelled from a college-based Associated Students' position);~~ and
- Shall not hold the position of Student Trustee concurrently with that of an Associated Students' position at any of the Colleges within Ventura County Community College District.

For Records Dept. Use Only:

Unit Load: \_\_\_\_\_ Units Comp.: \_\_\_\_\_ CUM G.P.A.: \_\_\_\_\_

Date of Birth/Age: \_\_\_\_\_ Academic Probation: \_\_\_\_\_

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Signature & Printed Name of Staff Person \_\_\_\_\_ Date \_\_\_\_\_  
 Verifying this Information

For Dean of Students to verify Disciplinary Status:

Is this student in good standing with Ventura County Community College District regarding student conduct? YES or NO

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Administrator Signature Regarding Student Standing \_\_\_\_\_ Date \_\_\_\_\_

**I grant permission for the AS Advisor at my primary College (Moorpark College, Oxnard College, or Ventura College) to verify my eligibility to apply as a candidate in the student elections.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## APPENDIX B

### CANDIDATE ELECTION PACKET

Documents applicable to both Associated Students' positions and Student Trustee position:

- Candidate Platform Statement
- ~~Designated Campaign Assistants~~
- Campaign Expenditure Report
- Election Calendar
- ~~Campaign Campus~~ Posting Requirements
- Acceptance of Candidate Election Packet and Acknowledgement of Responsibility
- Contact Information
- ~~Candidate Checklist~~

Additional documents specific to Student Trustee position:

- Student Trustee Position Description
- Board Policy

**Proper completion of applications and verification of eligibility must occur before receiving approval for candidacy. Candidates may contact the Associated Students Advisor at his or her primary ~~C~~college of attendance or the Chancellor's Designee with questions related to completion of applications and related forms.**

# CANDIDATE PLATFORM STATEMENT



Candidate required to submit Candidate Platform Statement to Associated Students Election Ad Hoc Committee Chairperson (for Associated Students' candidates) or Chancellor's **Designee Office** (for Student Trustee candidates) prior to campaigning.

Printed Name: \_\_\_\_\_

Candidate For: \_\_\_\_\_

Major: \_\_\_\_\_

Primary College:     Moorpark     Oxnard     Ventura

**Note: Providing a photo is optional.**

**Questions:**

**What education, skills, or experience would you bring to this position?**

**Describe specific goals, ideas, or programs you would strive to implement if elected to this position.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Candidates needing additional space for Platform Statement responses may submit information on additional sheets of paper. It is recommended Candidates submit typed Platform Statements.**



# DESIGNATED CAMPAIGN MANAGER/ASSISTANTS



**Note: Only currently enrolled VCCCD students may be campaign managers/assistants. List all campaign managers/assistants. Submit completed form to Associated Students Election Ad Hoc Committee Chairperson (for Associated Students' candidates) or Chancellor's Office (for Student Trustee candidates prior to campaigning.**

I have designated the following student campaign assistants to serve during my campaign for the position of \_\_\_\_\_:

NAME	CAMPUS OF PRIMARY ATTENDANCE			STUDENT ID#
Please Print:	<input type="checkbox"/> Moorpark College	<input type="checkbox"/> Oxnard College	<input type="checkbox"/> Ventura College	Student ID#:
Please Print:	<input type="checkbox"/> Moorpark College	<input type="checkbox"/> Oxnard College	<input type="checkbox"/> Ventura College	Student ID#:
Please Print:	<input type="checkbox"/> Moorpark College	<input type="checkbox"/> Oxnard College	<input type="checkbox"/> Ventura College	Student ID#:
Please Print:	<input type="checkbox"/> Moorpark College	<input type="checkbox"/> Oxnard College	<input type="checkbox"/> Ventura College	Student ID#:
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Please Print:	<input type="checkbox"/> Moorpark College	<input type="checkbox"/> Oxnard College	<input type="checkbox"/> Ventura College	Student ID#:
Please Print:	<input type="checkbox"/> Moorpark College	<input type="checkbox"/> Oxnard College	<input type="checkbox"/> Ventura College	Student ID#:
Please Print:	<input type="checkbox"/> Moorpark College	<input type="checkbox"/> Oxnard College	<input type="checkbox"/> Ventura College	Student ID#:
Please Print:	<input type="checkbox"/> Moorpark College	<input type="checkbox"/> Oxnard College	<input type="checkbox"/> Ventura College	Student ID#:
Please Print:	<input type="checkbox"/> Moorpark College	<input type="checkbox"/> Oxnard College	<input type="checkbox"/> Ventura College	Student ID#:

***I understand and agree that:***

- \* Designated Campaign Assistants must comply with Student Election Standard Operating Practices and campus posting requirements, and
- \* Candidates are responsible for the actions of campaign assistants and campaign managers and are accountable for any violations by their assistants or managers of the Student Election Standard Operating Practices.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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# CAMPAIGN EXPENDITURE REPORT



Student Trustee candidates = \$5300 maximum  
 Associated Students candidates = \$3400 maximum

*All candidates must submit Campaign Expenditure Report no later than the close of polls on the final day of elections.*

Printed Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Candidate for: \_\_\_\_\_

Primary College of Attendance:     Moorpark College     Oxnard College     Ventura College

Item #	Description	Itemized Costs
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>Total Expenditures</b>		<b>\$</b>

(Attach additional sheets, if necessary.)

*All campaign expenditures must be listed, except costs related to use of a translator for Candidates Forums or use of a translator in the preparation of campaign materials.*

*Attach to the Campaign Expenditure Report original, detailed receipts for all expenditures.*

*Fair market value applies to all in-kind donations (goods or services) and must be listed.*

*Candidates are responsible for the activities of individuals assisting with the their campaign assistants and campaign managers during the preparation of their campaign materials.*

*Submit the completed Campaign Expenditure Report to the Chancellor's Designee Office (for Student Trustee campaigns) or to the Associated Students Election Ad Hoc Committee at your primary campus of attendance (for Associated Students' campaigns).*

I understand that failure to provide a complete and accurate report with original receipts, or if I exceed the campaign expenditure limit, may result in disqualification for the elected position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT ELECTIONS CALENDAR



The Student Elections Calendar is prepared by the Chancellor's Designee and Associated Students Advisors and will be provided in the Election Packets distributed at Candidates Meetings.

## CAMPAIGN POSTING REQUIREMENTS



~~Posting Requirements are prepared by each campus. Candidates must follow the posting requirements of their primary campus. Posting Requirements are attached for Moorpark College and Ventura College. Oxnard College Candidates must obtain posting requirements from the Oxnard College Associated Students Advisor or the Oxnard College Maintenance and Operations Department.~~

Candidates must adhere to the posting requirements of Moorpark College, Oxnard College, Ventura College, and the District Administrative Center. Candidates are required to obtain approval for posting campaign materials from the Associated Students Election Ad Hoc Committee at each campus. Candidates wishing to post campaign materials at the District Administrative Center can contact the District Director of Administrative Relations in the Chancellor's Office. Any campaign materials posted without approval of the Associated Students Election Ad Hoc Committee may be removed by the Associated Students Election Ad Hoc Committee or by the Associated Students Advisor.

## Moorpark College Posting Requirements

~~The Student Business Office must approve all non-campus sponsored flyers, posters, banners and advertisements posted on the Moorpark College campus.~~

~~You must provide your own tacks, tape (blue painter's tape only) or staplers and staples. Flyers, posters and advertisements containing information written in any language other than English must include full translation in English.~~

~~Flyers, posters and advertisements may not be larger than 8.5x11 in size.~~

~~A maximum of 20 flyers, posters and advertisements from the same organization or advertising the same event will be approved for posting.~~

~~Flyers, posters, banners and advertisements for local restaurants or bookstores may not be posted on campus. Food and book vendors must go through the Civic Center process to reserve a table in the Quad if they wish to distribute information about their business.~~

~~Approved advertisements MAY only be posted in the following areas on campus:~~

- ~~• On all general-use bulletin boards located on or inside campus buildings~~
- ~~• Along the sides of the concrete walkway bridges on Raider Walk~~
- ~~• Along the walkway between the Physical Science bldg. (PS) and the LMC bldg. (facing in or out)~~
- ~~• Advertisements will be taken down on the last working day of the month~~

~~No advertisements may be posted on wood, glass or painted surfaces. Advertisements posted in these areas, on any non-approved surface, or with non-approved tape will be removed.~~

~~Please print this form and bring it, along with the item you wish to post, to the Moorpark College Business Office~~

~~Moorpark College reserves the right to approve or not approve all posted material on the college campus.~~

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Name of organization \_\_\_\_\_

Type of Goods/Services

Being advertised \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

~~I have read the Moorpark College Posting Requirements. I understand that my failure to follow these requirements will result in my organization's advertisements being removed. In addition, I understand that my failure to follow these requirements will also result in my organization not being allowed to post advertisements on campus for a minimum of one semester.~~

Approved for posting from Approval Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Not approved for posting. Denial Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**Ventura College Posting Requirements**

**POSTING & INFORMATION**  
**DISTRIBUTION NOTICE**

The Student Activities and Services Office (S.A.S.O.) is authorized to approve the place, time, and manner of posting, the distribution or disbursement of any information or materials on campus.

Advanced scheduling is required for all such activities.

1. All flyers/posters must be **Stamped-Approved** in the Student Activities and Services Office (S.A.S.O.), Room 154 (located inside the Campus Center) prior to posting.

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2. Flyers may be posted only on campus kiosks and bulletin boards for a 2 week period.
3. Do not post over approved postings.
4. Tack the corners of each flyer, place only 1 flyer on each side. All violations will be removed.

Thank You for Your Cooperation

## **Ventura College Posting Requirements**

Ventura College Catalog 2013-14

### **Appendix XX Publicity Code and Information Dissemination**

Students wishing to post, display, distribute, or otherwise make known an activity, event, or other piece of information should seek advance approval from Student Activities Office. This policy applies to all printed material distributed by students and all others on the Ventura College campus including, but not limited, to all petitions, circulars, leaflets, newspapers, and all materials displayed on bulletin boards, kiosks, signboards, or other such display areas. In no case should printed materials be placed on lamp poles, buildings, windows, doors, retaining walls, painted surfaces, sidewalks, plants, and other such places.

All printed materials should be clearly designed to meet the needs of students, staff, and faculty; and the event, activity, or program should be of obvious benefit to members of the campus community. All posted materials must display the VCCCD college campuses approval stamp.

Requests by off-campus individuals or agencies to disseminate materials on the VCCCD college campuses should be referred to the Student Activities Office. Such material must be of a high campus value and pre-approval is required. Posting of materials on bulletin boards and dissemination of information or petitions will be governed by time, place, situation, and manner requirements.

Coercion is not to be used to induce students to accept any printed material or to sign petitions. Individuals or groups are expected to use good taste in their manner of expressing ideas according to current law or civic policy.

## ACCEPTANCE OF CANDIDATE ELECTION PACKET AND ACKNOWLEDGEMENT OF RESPONSIBILITY

(Associated Students candidates and Student Trustee candidates to  
complete/submit at mandatory Candidates Meeting held at college campus.)



I, \_\_\_\_\_,  
*(print full name)*

herewith declare my intention to be a candidate for the position of \_\_\_\_\_  
\_\_\_\_\_.

By signing below, I state that:

- I have received the complete Candidate Election Packet and Student Election Standard Operating Practices for the position I am seeking.
- I have attended one mandatory Candidates Meeting and participated in the review and discussion of the contents of the Candidate Election Packet and Student Election Standard Operating Practices.
- I understand I am expected to read the materials contained in the Candidate Election Packet and information in the Student Election Standard Operating Practices.
- I understand I will be held responsible for knowing and understanding the materials contained in the Candidate Election Packet and information in the Student Election Standard Operating Practices.
- I understand I will be held to deadlines set forth in the Candidate Election Packet and Student Election Standard Operating Practices.

Note: Student Trustee Candidates will attend an additional mandatory Candidates Meeting at the District Administrative Center.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Primary College:  Moorpark College  Oxnard College  Ventura College



## **CONTACT INFORMATION**

### **Questions? Please contact the following regarding student elections:**

Linda Webb, Associated Students Advisor  
Oxnard College  
4000 South Rose Avenue, Oxnard, CA 93033  
Tel. 805.986.5883 Email: lwebb@vcccd.edu

Sharon Miller, Associated Students Advisor  
Moorpark College  
7075 Campus Road, Moorpark, CA 93012-1695  
Tel. 805.378.1434 Email: smiller@vcccd.edu

Rick Trevino, Associated Students Advisor  
Ventura College  
4667 Telegraph Road, Ventura, CA 93003  
Tel. 805.654.6487 Email: rtrevino@vcccd.edu

### **Chancellor's Designee (Questions related to Student Trustee Position)**

Clare Geisen, Director of Administrative Relations  
Ventura County Community College District  
255 W. Stanley Avenue, Suite 150, Ventura, CA 93001  
Tel. 805.652.5504 Email: cgeisen@vcccd.edu

## CANDIDATE CHECKLIST

	ITEM	ACTION	ITEM COMPLETED
	Candidacy	Candidate must receive official approval for candidacy in writing by the Chancellor for the Student Trustee position or an Associated Students Election Ad Hoc Committee Chairperson for an Associated Students' position.	<input type="checkbox"/> <div style="text-align: right;">← Formatted: Centered</div>
	Candidates Meeting	All candidates must attend one Candidates Meeting at primary college of attendance <b>before campaigning</b> . Candidates will be notified of dates/locations of Candidates Meetings. Student Trustee candidates must attend one additional Candidates Meeting at the District Administrative Center and will be notified by the Chancellor's Designee.	<input type="checkbox"/> <div style="text-align: right;">← Formatted: Centered</div>
	Candidate Platform Statement	Complete/submit to an Associated Students Election Ad Hoc Committee Chairperson (for Associated Students' candidates) or Chancellor's Office (for Student Trustee candidates) <b>prior to campaigning</b> .	<input type="checkbox"/> <div style="text-align: right;">← Formatted: Centered</div>
	Designated Campaign Assistants	Complete/submit to an Associated Students Election Ad Hoc Committee Chairperson (for Associated Students' candidates) or Chancellor's Office (for Student Trustee candidates) <b>prior to campaigning</b> .	<input type="checkbox"/> <div style="text-align: right;">← Formatted: Centered</div>
	Campaign Expenditure Report	All candidates must submit this report no later than close of polls on the final day of election to an Associated Students Election Ad Hoc Committee Chairperson (for Associated Students' candidates) or Chancellor's Office (for Student Trustee candidates).	<input type="checkbox"/> <div style="text-align: right;">← Formatted: Centered</div>
	Election Calendar	Refer to Election Calendar in Election Packet for Associated Students' positions or Student Trustee position throughout campaign for election timeline and information.	<input type="checkbox"/> <div style="text-align: right;">← Formatted: Centered</div>
	Campus Posting Requirements	Obtain, read, and follow posting requirements of your primary campus.	<input type="checkbox"/> <div style="text-align: right;">← Formatted: Centered</div>
	Acceptance of Candidate Election Packet and Acknowledgement of Responsibility	Complete and submit at mandatory Candidates Meeting upon receipt of Candidate Election Packet and Student Election Standard Operating Practices.	<input type="checkbox"/> <div style="text-align: right;">← Formatted: Centered</div>

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## **STUDENT TRUSTEE POSITION DESCRIPTION**

California state law (Education Code 72023.5) requires the board of trustees of each community college district to have at least one non-voting student member recognized as student trustee. A student trustee has the same general responsibilities as all trustees to represent the interests of the entire community; however, they also provide a student perspective on issues facing the board. Student trustees are not necessarily advocates for specific student issues, just as other trustees are not advocates for single interests. Student trustees provide a student perspective to ensure that students will be served well.

Student trustee responsibilities include, but are not limited to, preparing for and attending board meetings (generally one meeting per month at Ventura County Community College District, unless otherwise scheduled), becoming educated about board and district-wide issues, and participating as a contributing member of the board. A student trustee will receive orientation through the Chancellor's Office.

Additional information related to the Student Trustee position will be provided at Candidates Meetings. Student Trustee candidates are required to attend two Candidates Meetings.

## **BOARD POLICY REGARDING STUDENT TRUSTEE POSITION VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

### **BP 2015 STUDENT MEMBER**

**Reference: Education Code Section 72023.5**

The Board shall include one non-voting student member. The term of office shall be one year commencing June 1 – May 31.

The shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District.

The student shall be in good standing academically; shall maintain a 2.0 cumulative grade point average (GPA); not currently be on academic or disciplinary probation; or have been expelled from a college-based associated student government position; shall be eighteen years of age prior to assuming office; and shall have completed twelve (12) units as a student in this district prior to taking office as student trustee.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend Board meetings and District events to the same extent as publicly elected trustees.

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting;
- The privilege to serve a term commencing on June 1 – May 31.



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5140 DISABLED STUDENTS PROGRAMS AND SERVICES
Number	BP 5140
Status	Active
Legal	Education Code Sections 67310, 84850; Title 5, Sections 56000 et seq.
Adopted	April 18, 2006

Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the Disabled Students Programs and Services program.

The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5140 DISABLED STUDENT PROGRAMS AND SERVICES  
Number AP 5140  
Status Active  
Legal Title 5, Sections 56000 et seq.  
Adopted April 14, 2009  
Last Reviewed March 12, 2009

~~The~~ Disabled Students Programs and Services (DSPS) ~~program~~ shall be the primary provider ~~for~~ of support programs and ~~{support}~~ services ~~{to}~~ facilitate ~~{and assure}~~ equal [access to] educational opportunities, classes and programs for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities, as authorized by DSPS certificated faculty members or the 504 Coordinator. The services to be provided include, but are not limited to : reasonable accommodations, academic adjustments, accessible facilities, [furniture, technology, and] equipment, instructional programs, [assessment to determine eligibility under the CCC LD Eligibility Model], ~~rehabilitation counseling~~ and academic, rehabilitation , and disability management counseling.

Each college in the district maintains a plan for the provision of programs and services to ~~disabled~~ students with disabilities, designed to assure that they have equality of access to ~~District~~ classes and programs offered by the district.

These plans address:

- Procedure for timely response to accommodations or requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee
- ~~The appeals~~ Procedure for appeals
- Long-range goals and short term objectives for the program
- Definitions of disabilities and students eligible for the program
- Delineation of ~~S~~support services and instruction ~~that are provided~~
- Description of alternative/accessible technology requirements
- Procedure for ~~V~~verification of disability
- Student rights and responsibilities
- Student educational contract ~~and/or plan that is~~ developed by a DSPS certificated faculty member, or designated person, in consultation with the student
- Procedure ~~of assignment~~ for determination of Academic accommodations
- Provisions for course substitution and waivers
- Required ~~S~~staffing
- Provision for an advisory committee
- Provision of a DSPS Coordinator to oversee management of the program
- Appointment of a 504 Coordinator

#### Confidentiality of DSPS Information

Participation of the student in the program and the student's disability shall not be disclosed without prior consent of the student and shall not become part of the student's academic record. However, these may be disclosed by law, in the event of a mandatory reporting concern.

- No student with disabilities is required to participate in the DSPS program.

VCCCD	Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5300 STUDENT EQUITY
Number	BP 5300
Status	Active
Legal	Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220
Adopted	April 18, 2006
Last reviewed	April 18, 2006

The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall establish and implement a student equity plan that meets the Title 5 standards for such a plan and ensures that all students, especially underrepresented students, have the opportunity to achieve their academic goals.

See Administrative Procedure 5300.

Book VCCCD Board Policy Manual  
Section Chapter 5 Student Services  
Title AP 5300 STUDENT EQUITY  
Number AP 5300  
Status PROPOSED  
Legal Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220

The colleges of the district have student equity plans. Following approval by the Ventura Community College District Board of Trustees, the plans are filed as required to the California Community Colleges Chancellor's Office.

The development of the student equity plan shall entail the following:

- The active involvement of constituent groups on campus.
- Involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- Campus-based research as to the extent of student equity.
  - A detailed plan with measurable objectives.

The student equity plan shall address:

- Institutional barriers to equity.
  - Goals for access, course completion, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for target groups.
  - Activities most likely to be effective to attain the goals, including coordination of existing student equity related programs.
- Sources of funds for the activities in the plan.
- A schedule and process for evaluation of progress towards the goals.
  - An executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the district will undertake to achieve the goals, the resources budgeted for that purpose, and the district officer or employee who can be contacted for further information.

The student equity plan shall be developed, maintained, and updated on a regular basis.