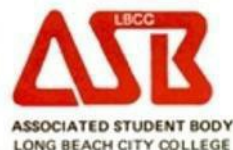


# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY



## APPOINTED POSITIONS APPLICATION

**For 2018 – 2019**

### Appointed Positions Candidate Intent Packet

**Open Positions (circle one):**

Representative of Legislative Affairs	Representative of Publicity	Representative of Sustainability	Representative of Student Services
Representative of Arts	Representative of Athletics	Representative of Academic Affairs	Representative of Viking Volunteer

**DUE: Friday April 27<sup>th</sup>, 2018 by MIDNIGHT ONLINE**

**Or in-person by 5 p.m.,**

**to the ASB Advisor: Teila Robertson, E117, Fishbowl, Office of Student Life**

**Interviews will be held May 10<sup>th</sup> & 17<sup>th</sup>, 2018, in ASB Cabinet Meeting 3pm in E 202 Valhalla**

#### **Application Contains:**

1. Candidate Intent Application
2. Advocate Application
3. Tentative Class Schedule
4. Appointment Schedule
5. Description of Appointed Positions
6. ASB Constitution Assessment

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

Questions? Contact the Associated Student Body at [asb@lbcc.edu](mailto:asb@lbcc.edu) or [trobertson@lbcc.edu](mailto:trobertson@lbcc.edu)

## CANDIDATE INTENT FOR 2018 – 2019 Appointed Positions

### CANDIDATE INFORMATION:

- (1) Print your full name: \_\_\_\_\_ Date: \_\_\_\_\_
- (2) Title of the position you are seeking: \_\_\_\_\_
- (3) Major: \_\_\_\_\_
- (4) Local Address: \_\_\_\_\_
- (5) Cell Phone: \_\_\_\_\_
- (6) E-mail Address: \_\_\_\_\_
- (7) Student ID: \_\_\_\_\_ CSC# (on the back of ID): \_\_\_\_\_

This is to verify my intent to run for the office of \_\_\_\_\_ on the ASB Cabinet

**ASB LEADERSHIP** is defined as holding an elected or appointed position in any of the following organizations: ASB Cabinet, LAC and PCC Club Senate, LAC and PCC Cultural Affairs Councils, and/or the PCC Student Council.

Please check one:

\_\_\_\_\_ I have never held a position on any of the above-listed leadership boards.

\_\_\_\_\_ The first office I ever held in the above leadership positions, elected or appointed, was on the \_\_\_\_\_ Serving as \_\_\_\_\_ in the \_\_\_\_\_ semester of \_\_\_\_\_

**A** - I realize that I cannot run for or hold office beyond the fifth (5th) semester of ASB Leadership participation at Long Beach City College, and that I must hold a cumulative **GPA of 2.5** for ASB Cabinet positions. \_\_\_\_\_ (initial)

**B** - I understand these positions require a completion ratio of **.670** or higher. I must have completed a minimum of 6 units the semester prior to holding office at Long Beach City College. I understand that I must provide an unofficial copy of my transcript with this application. \_\_\_\_\_ (initial)

**C** - I understand that I must arrange my class schedule to be able to participate in ASB Cabinet meetings each Monday from 1:00 pm to 3 pm (mandatory). \_\_\_\_\_ (initial)

**D** - I understand that I must schedule an appointment with the ASB Advisor to review the responsibilities, duties, and time commitments of the office I am seeking. **The appointment must be completed by April 27<sup>th</sup>, 2018.** Please contact Teila Robertson by email: [trobertson@lbcc.edu](mailto:trobertson@lbcc.edu). \_\_\_\_\_ (initial)

I hereby certify that I meet the requirements. **These minimums must be met, and NO exceptions will be granted based on academic minimum requirements.** Eligibility will be checked for students seeking Associated Student Body Leadership positions.

**NOTE\*\* Individuals seeking Associated Student Body leadership positions will be required to take an assessment on the ASB Constitution and Bylaws attached to this packet.**

I have read and understand the campaign rules as stated in this packet, and I agree to abide by them. Failure to do so will result in action by the election committee and possibly affect my eligibility. I hereby certify that all the information I have given is factual and correct.

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

## Candidate Requirement Checklist

1. Currently enrolled at LBCC and possesses a valid College Services Card.
2. Enrolled in a minimum of six (6) units while holding office.
3. Completed six (6) units the semester preceding the assumption of office and have provided an unofficial copy of my transcript.
4. Has served no more than five (5) semesters in ASB Leadership positions.
5. **Cumulative G.P.A. of 2.5** for ASB Cabinet positions or 2.0 for all other leadership positions.
6. Completion ratio of .670.
7. Meet the LBCC attendance requirement.
8. Candidate shall not be serving as president of any other organization at LBCC while holding an ASB leadership position.
9. Candidate is not seeking more than one ASB leadership position at the same time.
10. I have read and understand the eligibility requirements for holding office as stated in the ASB Operating Bylaws.
11. I have completed the ASB Cabinet Assessment (attached).

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

Print Name: \_\_\_\_\_

\_\_\_\_\_  
ASB Advisor Signature (required)  
(Room E-117, 562.938-4978)

\_\_\_\_\_  
Pam Garrison's Signature (required)  
(Second floor of Building E, 562.938-4552)

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

## YOUR ROLE AS AN ADVOCATE

Long Beach City College Office of Student Life know your role as an Advocate/Sponsor/Mentor is a critical one in supporting the student's "out of classroom learning" as well as adding to the "student life" at Long Beach City College (LBCC). The majority of a student's time is spent out of the classroom, therefore the interaction with peers, participation in student government, campus and community activities, and development of sense of community at LBCC are integral components of the student's success (Pascarella & Terenzini, 1991). The Office of Student Life is grateful for your role as an Advisor/Sponsor/Mentor to our Associated Student Body leaders and appreciating in partnering with us in educating our students in their co and extra-curricular experience.

There is no one way to be a successful Advisor/Sponsor/Mentor, just as there is no one-way to be successful as a teacher. There is one requisite for successful advisement – and that is interest in and enthusiasm for engaging in Purposeful, Focused, Nurturing, Connected and Respectful one-on-one with our students and providing a safe learning environment for our students to develop.

Members of Student Life programs are individuals who have expressed an interest in shaping the culture of our LBCC community. In their position, they play a significant role in representing the "student voice" in their respective area. As part of their commitment to LBCC they will have the opportunity to lead student groups, sit on district and hiring committees, attend institutional meetings and organize students in clubs, programs, and activities. As leaders they should be informed, ask questions, and be encouraged to participate in the LBCC shared governance process.

As an Advocate, you will want to know your student so you can learn how to help them. Some questions you might want to consider:

- What is your student position in Student Life?
- Why are you interested in representing such a position at LBCC?
- What is your major?
- What challenges will you face as a student leader?
- What skills do you hope to gain from your experience?
- How can I help you?
- Why did you choose me to be your advocate?
- How long have you been involved in Student Life?
- Tell me about yourself. Do you have a job, where do you live, how long have you been at LBCC?
- What change do you hope to make at LBCC?
- How can I help you achieve your goal for change?

## ADVOCATE ELIGIBILITY

**Advisors must meet the following criteria:**

- An Administrator, Full time, Adjunct Faculty or Staff member with the Long Beach City College District.
- Committed to student's learning through their participation, knowledge, expertise in the area, department and or field of concentration or study.
- Believe in the mission and goals of the Associated Student Body in which our students serve.
- Be aware of risks and liabilities that may arise in any situation and discuss with Student Life Advisors, Staff and Administrators towards appropriate decision making that meets the college's policies and procedures.
- Required to meet regularly with ASB Leaders during office time as needed.
- Knowledgeable with the ASB Constitution, processes and procedures in Student Life.

By signing below acknowledges the commitment to Advisor/Sponsor/Mentor Associated Student Body Leaders during their one year appointed or elected term as stated in the ASB Constitution.

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

ADVOCATE NAME: \_\_\_\_\_

ADVOCATE SIGNATURE (required) : \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OFFICE EXTENTION: \_\_\_\_\_

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

## MY Tentative CLASS SCHEDULE for Fall 2018

Course Name	Units	Day & Time

\_\_\_\_\_  
PLEASE **PRINT** YOUR NAME

\_\_\_\_\_  
PLEASE **SIGN** YOUR NAME

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
CSC Number

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

## DEADLINES AND IMPORTANT DATES FOR APPOINTED POSITIONS

- Tuesday, March 20<sup>th</sup>, 2018** ASB Appointed Position Applications available via the LBCC website & in the Student Life Offices.
- Friday, April 20<sup>th</sup>, 2018** ASB Appointed Position Candidate Orientation LUNCH at NOON in the E Building, Fishbowl
- Friday, April 27<sup>th</sup>, 2018** ASB Appointed Position Applications are **DUE by NOON** to the Office of Student Life – LAC – E118 **OR** PCC – EE102F (Roberta Maroney)
- Thursday, May 10<sup>th</sup>, 2018** Appointed positions interviews
- Thursday, May 17<sup>th</sup>, 2018** Appointed positions interviews
- Friday, June 1<sup>st</sup>, 2018** Installation of 2017-2018 Elected & Appointed Officers of the ASB Cabinet at Student Life Banquet

**APPOINTED POSITIONS OPEN UNTIL FILLED**

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY



## ASB CABINET ASSESSMENT

1. Please indicate the ASB advisor & the Student Life Administrative Assistant's name and email address below:
2. The ASB Cabinet serves what campus(es)?
3. What is the name of the Mascot for Long Beach City College? What is the Alma Mater known as?
4. List the Elected positions on the ASB Cabinet
5. List the Appointed positions on the ASB Cabinet
6. List three (3) duties, you feel are most important of the position you are seeking
7. What GPA is required to hold office? What completion ratio?



## LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

8. What is the procedure for making an agenda request to appear on the ASB Cabinet Agenda?
  
9. Who has the power to propose amendment(s) to Chapter Two: Operating Bylaws?
  
10. According to the Ralph M. Brown Act (Gov. Code §54950 - §54963), what is the requirement to post an agenda for the public?
  
11. [Fill in the blank] According to the Ralph M. Brown Act (Gov. Code §54950 - §54963), all meetings must be \_\_\_\_\_ and \_\_\_\_\_. If a member is not present, the member may \_\_\_\_\_ into the meeting, as long as the member's location is: accessible to the public, posted on the agenda, and in compliance with the Brown Act.
  
12. What is quorum? And what constitutes quorum?
  
13. How many absences are allowed per the ASB Constitution?
  
14. How many tardies constitute an absence?
  
15. Who can make motions in meetings?
  
16. What form of Parliamentary procedures does the ASB Cabinet use in all meetings?

# LONG BEACH CITY COLLEGE ASSOCIATED STUDENT BODY

17. How many office hours are you required to have at each campus weekly?

PCC: \_\_\_\_\_

LAC: \_\_\_\_\_

18. What day and time does the ASB Cabinet meet in the Spring 2018 semester?

19. When should you use the secondary motion, "Point of Personal Privilege"?

20. How long does an elected/appointed official serve on the ASB cabinet?

21. True or False: Does the ASB allow excused absences?

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

Office: \_\_\_\_\_

Affiliations: \_\_\_\_\_

(Special interest clubs, social service clubs, organizations, etc.)

**Return this form along with your application.**