



Mt. Hood Community College  
Elections Handbook

# 2023/2024

# ASMHCC Elections

# Packet

**“BE THE CHANGE YOU WANT TO SEE”**

**Application Deadline before 11:59 PM on February 28.**

Dear Potential Candidate,

The Associated Student Government (ASG) of Mt. Hood Community College have the unique opportunity to effect change at the highest levels of the institution. Selections are a time for candidates to present their visions and for students to voice their opinions. It is a hectic, yet rewarding time for all involved. The Elections Committee wishes you all the success possible as you head into this process, and we are here to help you on your way. *(we provide publicity materials that provide information about candidates, meet and greets, and voting....)*

This is the official handbook for those desiring to run for ASG President and Vice President and or appointed to the ASG. Please read over the documents contained in this handbook thoroughly, as it provides everything you need to know in order to be a qualified and informed candidate. Take time to thoroughly read the packet, a description of the positions' responsibilities and time commitments for the positions. Also, you will find the rules and regulation for the electoral process. It is essential to your success that you are familiar with the policies and procedures associated with ASG Selections.

To assist in your success be sure to complete your application on ASG webpage (<https://www.mhcc.edu/ASG/>).

We want this selection process to be fun, informative and a good experience for all involved. If you have any questions or concerns, please feel free to stop by any of the Student Life Office, call us, or email us. Once elected by the students of Mt. Hood Community College, one of the first tasks that you will take part in is to work with a committee in hiring key personnel to fill the Associated Student Government.

Rozina Lethe – 503-491-7232 [rozina.lethe@mhcc.edu](mailto:rozina.lethe@mhcc.edu)

Sincerely,

The Selections Committee

Elections Committee 2020



# Mt. Hood Community College

## **MISSION**

With a commitment to being inclusive, Mt. Hood Community College offers a full range of education and training in a supportive environment to advance personal and professional growth. We are a community hub for cultural, economic, recreational, and intellectual enrichment

## **VISION**

Mt. Hood Community College is valued as a cornerstone of the community for affordability, equitable student success, innovation, and financial stewardship.

## **MHCC Values**

### **Accessibility**

We seek to minimize barriers

### **Equity**

We value fairness and impartiality

### **Innovation**

We believe in continuous improvement

### **Learning**

We foster an environment to support student success

### **Quality**

We aspire to excellence in all our programs and services

### **Support**

We seek to create an encouraging environment

## **Equity Statement**

At Mt. Hood Community College we hold ourselves accountable to align our systems, policies, practices, and resource allocations to strategically and purposefully advance equity. We recognize the harm done to historically excluded people. We work towards a future where all people across the spectrum of difference thrive at Mt. Hood Community College. We seek to provide every person within our community the tools to be successful. We actively design equitable systems to promote fairness and justice.

Mt. Hood Community College prioritizes equity and acknowledges the importance of the ongoing and intentional work to interrupt oppression and remove barriers that perpetuate inequity. We strive to become an organization that demonstrates equity in concept, practice, and outcomes, where all people are valued and feel a sense of belonging.



## **Associated Students of Mt. Hood Community College**

Associated Students of Mt. Hood Community College exists to enhance the general welfare of students through student advocacy, representation, projects, initiatives, and representation for all students at MHCC.

ASG serves as the liaison between the administration and the student body. ASG delegates the authority to Student Activities and Student Clubs and Organizations to offer a broad range of programs, events, and activities designed to meet the needs and interests of a diverse student body. All students who are registered at Mt. Hood Community College and have paid their student fees are members of the Associated Students of Mt Hood Community College (ASMHCC).

ASG leadership is provided by twelve (12) members, which consists of ten (10) selected officers. Members of ASG represent MHCC students, their issues and concerns to the administration, community leaders and state officials. Student Life provides leadership for the student government, leadership opportunities for students, to teach leadership skills and principles to students serving in the organization that enhance their educational experience.

Listed below are the summary and main responsibilities and duties of the ASG and the individual positions.

### **The Associated Student Government (ASG) of MHCC**

The Associated Student Government (ASG) of Mt. Hood Community College (ASMHCC) is the official governing body and budget authority for the Associated Students of Mt. Hood Community College. The Associated Student Government exists to enhance the college experience through student advocacy, projects, initiatives, and representation for all students at Mt. Hood Community College. The organization serves as the liaison between the administration and the student body. The ASG delegates the authority to Student Activities and Student Clubs and Organizations to offer a broad range of programs, events, and activities designed to meet the needs and interests of a diverse student body.

ASG supports the growth and development of co-curricular programs on campus and is instrumental in supporting the College Athletics department including facilitating the athletic finance council. ASG Members receive ongoing leadership development and year-round support from the Office of Student Life.

## ASMHCC Positions Requirements, Eligibility and Compensations.

Eligibility				Requirements to Maintain Office			
Position	Student Status	GPA	Method of Selection		Time Commitment	Compensation	Length of Service
<b>Associated Student of Mt. Hood Community College President</b>	6+ credits Fall or previously, 6+ credits Spring	2.5	Election		<i>Summer:</i> 2-5 hours/week	\$600 stipend	May, 2023– Commencement, 2024
					<i>Fall-Spring:</i> 20 hours/week	\$600 stipend + Tuition Waiver Text Book Assistance	
<b>Executive Vice President</b>	6+ credits Fall or previously, 6+ credits Spring	2.5	Election		<i>Summer:</i> 2-5 hours/week	\$400 stipend	May, 2023– Commencement, 2024
					<i>Fall-Spring:</i> 15 hours/week	\$400 stipend + Tuition Waiver	
<b>Appointed Representatives</b>	6+ credits Fall or previously, 6+ credits Spring	2.5	Interview		<i>Summer:</i> 2-3 hours/week Training		Appointment – Commencement 2024
					<i>Fall-Spring:</i> 12 hours/week	Tuition Waiver Text Book Assistance	
<b>Coordinators</b>	6+ credits Fall or previously, 6+ credits Spring	2.5	Interviews		<i>Summer:</i> 2-3 hours/week Training		Appointment – Commencement 2024
					<i>Fall-Spring:</i> 12 hours/week	Tuition Waiver Text Book Assistance	

\*In order to receive a full resident waiver for tuition, student leaders must have a 2.0 term and cumulative GPA. If a student's GPA falls between 2.0 and 2.99, the student may receive a waiver up to 75% for tuition. Students must meet qualifications for tuition waivers as set forth by Financial Aid.

\*\*The office of Student Life and Leadership will work through the Access Education Services with any student regarding GPA and other eligibilities requirement for the positions.

### QUALIFICATIONS OF PRESIDING OFFICERS AS STATED IN THE ASMHCC CONSTITUTION

- An individual seeking a position must be enrolled in a minimum of 6 credits during the elections process at MHCC
- A student seeking a position must have achieved a minimum cumulative GPA of 2.5 prior to elections with the exception of first term students
- When elected, the student leader must maintain a cumulative GPA of 2.5 and complete a minimum of 6 credit hours for fall, winter, and spring term at MHCC
- A student may serve in the ASG for a maximum of nine terms
- An officer may not serve more than one academic year in an elected or appointed office

**Each member of the Associated Student Government (ASG) shall:**

- Serve as a voting member of the ASG with voting rights and privileges (the Administrative Assistant shall serve as a non-voting member).
- Support student rights, freedoms, and responsibilities by effectively representing all students of MHCC.
- Support MHCC ASG initiatives, events, projects and activities.
- Uphold the by-laws of the ASMHCC and support action items as approved by the ASG.
- Maintain at least twelve (12) office hours per week (unless otherwise directed) as directed by the ASG President or the ASG Advisor(s).
- Serve on at least one college or ad-hoc committee to represent student needs.
- Meet weekly with the ASG Executive officers and the advisor(s) of the ASG.
- Serve one hour in Barney's Pantry per week.
- Maintain detailed electronic records and files of all activities and events.
- Attend all regular meetings and leadership training and orientation sessions.
- Maintain satisfactory academic progress as defined in the standard operating procedures.
- Shall teach, guide and model exemplary behavior for students on campus.
- Shall encourage fellow student leaders to take responsibility for their ideas and actions by sharing comprehensive leadership principles and techniques.
- Perform other duties as assigned by the ASG President or advisor(s).

**ASG President**

The ASG President serves as the chief executive officer and representative of the Associated Students of Mt. Hood Community College. They serve as the liaison and spokesperson to the administration and Board of Education. The ASG President will seek student opinion and guide the efforts of a diverse team of student leaders to help address and resolve student issues and bring resources to students at MHCC.

**The ASG President:**

- Shall preside over all meetings of the ASG and appoint members to governance and college committees when student representation is necessary.
- Shall annually develop goals/objectives and work to achieve strategic outcomes.
- Shall be responsible for appointing ad-hoc committees to research ideas, develop initiatives, and support student ideas and concerns.
- Shall be responsible for the executive and administrative work of the ASG and represent the needs and concerns of members of the ASMHCC to the administration and Board of Education.
- Shall serve as the representative for all students including all MHCC locations.
- Shall uphold the by-laws of the ASMHCC and sign all official documents and action items as approved by the ASG.
- In consultation with the ASG advisor, shall develop the weekly agenda, distribute assignments and manage the daily affairs of the ASG.
- Shall work in conjunction with the ASG advisor(s) to develop a training program that assists students with professional and personal growth of student leaders.

- Shall facilitate meetings and have no discussion or vote as a member of the ASG except to create or break a tie.
- Shall attend the Board of Education meetings and other governance committees and be responsible for informing the ASG of business conducted by the Board of Education and other institutional committees.
- Shall represent the ASG at public events or gatherings and serve as the official spokesperson when necessary.
- Shall be the designated official to make position appointments with the ratification of the ASG, unless otherwise specified in the by-laws.
- Shall work closely and support the Legislation Affairs Representative on statewide legislative issues that affect Mt. Hood Community College.
- Teach, guide and model exemplary behavior for student leaders.
- Encourage student leaders to take responsibility for their ideas and actions by sharing comprehensive leadership principles and techniques.
- Shall meet weekly with each member of the ASG team and the ASG advisor(s).
- In the event of a vacancy, the President shall appoint a new officer, which requires ratification from the ASG.
- Shall maintain at least 19.5 office hours per week. The President will be required to work during the summer as directed by the advisor(s) of the ASG and approved by the Director of Student Life.

### **ASG Vice President**

The Vice President serves as an executive officer, assisting the ASG President with management of the leadership team. In the absence of the President, the Vice President will chair the regular and special meetings of the ASG. They will also work in conjunction with the President to facilitate student initiatives and projects and serve as a liaison to the administration, faculty and staff. The ASG Vice President will seek student opinion and assist with coordinating the efforts of a diverse team of student leaders by helping address and resolve student issues and bring resources to students at MHCC.

The ASG Vice President:

- Shall be a voting member of the ASG and assume the duties of the President in their absence.
- Shall serve as the Regulations Committee chair and oversee proposed by-law amendments.
- Shall serve as the student liaison to the MHCC Foundation Board.
- Shall oversee the coordination of presentations for all ASG funding requests.
- Shall work with the Student Life office to process funding requests.
- Shall attend the Board of Education meetings and other governance committees with the ASG President.
- Shall work to coordinate forums and focus groups to gather student input on ASG initiatives and projects.
- Shall work with the District Communications office to promote initiatives and projects.
- Shall maintain at least fifteen (15) office hours per week. The Vice President will be required to work during the summer as directed by the advisor of the Associated Student Government and approved by the Director of Student Life.

## APPLICATION PROCESS AND GUIDELINES

- Individual must fill out an application online and select the position in which they are applying for.
- They must choose the position they are applying for; President or a Vice President
- Submit a completed Academic Eligibility Release to be verified by the Office of Admissions and Records
- A platform, which must contain a declaration of candidacy for the specific office, a list of qualifying experience, goals to be achieved when elected, and a diversity, equity and inclusion statement

## RULES AND REGULATIONS FOR STUDENT ELECTIONS

### 1. Elections procedures:

- A. Running and campaign is on individual basis.
- B. Candidates may choose to campaign together during campaigning.
- C. There will be a general election and, if necessary, a run-off election in the case of a tie.
- D. There will be two separate categories: President and Vice President.
- E. The candidate the receives the most votes in the President category is the winner.
- F. The candidate that receives the most votes on the Vice President category is the Winner.
- G. In the case of a tie, the tied the candidate will be placed on the run-off ballot.
- H. In the case of a run-off election, each candidate will be given a spending amount of \$50 to campaign an additional week. The amount for spending will not be authorized until Elections Committee confirms a run-off election.

### 2. Write-Ins:

- A. The candidate who does not submit their elections application by 11:59 PM on March 25, 2019, will not appear on the ballot and will have to campaign as a write-in ticket.
- B. Write-ins cannot campaign until a completed elections packet is turned in, reviewed, and approved.
- C. Write-in candidate shall not appear in the voter's pamphlet.
- D. Write-ins are not allowed in the run-off election.

### 3. Publicity:

- A. All publicity must follow the MHCC posting policy.
- B. All marketing materials must be approved by the Elections Committee.
- C. All posters must have Student Union staff approval before distribution.
- D. Chalk may not be used on any part of the MHCC campus.
- E. The spending cap for each ticket is \$200 total per ticket. Each ticket will be reimbursed by the ASG upon presentation of receipts and proof of utilization for campaigns. Students must have receipts in order to get reimbursed.
- F. There will be no reimbursement until after all of the candidate's advertisements are removed from the campus.



- G. The Elections Committee recognizes that many students utilize social networks to campaign it is important to abide by the MHCC code of conduct. Students may not engage in slanderous language toward the opposition. Social networking should promote your platform and encourage voting. Disciplinary actions will be given to any violators of this stipulation.
- H. Candidates are responsible for the actions of all persons campaigning on their behalf.
- I. If a candidate wishes to campaign in a manner that is not covered by the rules and regulations, it is the candidate's responsibility to obtain approval from the Election Committee before proceeding.
- J. All voting promotions and events are coordinated by the Elections Committee.
- K. Candidate or those campaigning on their behalf, must be 50 feet away from all voting stations and computer labs. They cannot prompt or promote use of electronic devices to encourage students to for a candidate within 50 feet of the student voting.
- L. The Elections Committee will remove any poster not having an approval stamp from the Student Union. Posters are only allowed in the free speech boards, Student Life glass cases and inside departments with department approval.
- M. ASG A-frames will be used to market all tickets. The Elections Committee will post on the A-frames on behalf of all tickets.
- N. Advertising is not allowed in any natural areas, such as the lake, or flower beds.
- O. Poster sizes are limited to 8 ½" x 11" or 11" x 17". Banners are limited to 4' x 8'.

### **REGULATIONS ON ONLINE CLASS FORUMS**

Candidates can post in an online class forum as many times as they want. Any slander or inappropriate markings will be reported to the Elections Committee.

### **GRIEVANCES & ELECTIONS**

Questions, complaints, challenges and grievances will be considered with the utmost sincerity by the Elections Grievance Committee. Grievances are the means by which any suspected misconduct can be reported, addressed, and fairly assessed.

Grievances regarding candidate misconduct must be submitted in writing (physically or electronically) to the Elections Grievance Committee Chair. The Elections Grievance Committee reserves the right to dismiss any unsubstantiated complaints. All grievances must be filed within **2 hours** of the occurrence, and any grievances which occur on the final day of voting must be submitted by midnight. Any grievances filed up to two hours before the hearing will be reviewed and assessed by the Grievance Committee at this time. Candidates who have a grievance filed against them will be notified by the Elections Committee Chair that their presence is required. If there are no grievances to be considered, the hearing will not take place. Decisions will be emailed to the parties involved, and posted publicly in the Student Life Office within 12 hours.

Time will be allotted for all involved parties to voice their concerns to the Elections Grievance Committee and answer questions the committee may have before a final decision is made. All rulings by the grievance committee must be passed before the announcement of the election results.

Any grievances filed up to two (2) hours before the hearing will be reviewed and assessed by the Committee at the designated meeting. Candidates who have a grievance filed against them will be notified by the Elections Committee Chair that their presence is required. If there are no grievances to be considered, the hearing will not take place. Decisions will be emailed to the parties involved immediately.

Additional grievance hearings will be held as required at the discretion of the Grievance Committee Chair and committee members. All candidates will be notified of any additional grievance hearings that may be scheduled.

To maintain fairness for the elections process among all candidates, grievances held against a candidate will be assigned a point value. The rubric to assign the point value of a grievance will be determined by the nature of the grievance, relating specifically to who committed the infraction, the number of students affected, and the amount of attention given to the infraction by those students (full, partial, none). As such, a minor infraction incurred by someone unaffiliated with the campaign would be worth relatively few points, while a serious infraction by the candidate themselves in front of many students would be worth more points. As the point value of an infraction increases, so does the severity of the sanction. Please see elections sanctions guidelines below for details for point value.

In addition to ensuring a fair judgment for all through the Elections Grievance Committee hearings, the point system allows for an objective point threshold, beyond which a candidate will be considered unfit to continue in the process and will be disqualified.

After the Elections Committee has reached a decision, if a candidate does not feel a fair decision has been made, they may file an appeal in writing to the Director of Student Life within 24 hours from when they were notified. If, at any time, a student feels the Elections Grievance Committee has acted in an unfair manner, a grievance can be filed in writing to the Director of Student Life.

### **ELECTION SANCTIONS GUIDELINES**

To maintain fairness for the elections process among all candidates, grievances held against a candidate will be assigned a tiered value. The tiers below assign the grievance and a consequence to be determined by the nature of the grievance. It is specifically related to whom committed the infraction, the number of students affected, and the amount of attention given to the infraction by those students (full, partial, none). As such a minor infraction incurred by someone unaffiliated with the campaign would be classified as a tier 1 offense, pending the decision from the Election Grievance Committee. As the infractions increase, so does the severity of the consequence. These sanctions apply to candidates and their supporting campaign team members.

To ensure fair judgment for all through the Election Grievance Committee, the tier system allows for an objective point threshold, beyond which a candidate will be considered unfit to continue in the elections process and will be disqualified.

- **Tier 1: Minor Offenses.**
  - Normally infractions resulting in a fine between 30 to 60 minutes deduction from their campaigning hours per infraction. Examples of such infractions include, but not limited to things such as, pre-campaigning, minor electronic violations, placing campaigning posters in illegal places, e.g., car windshields, posted inside buildings, etc.
  
- **Tier 2: Moderate Offenses**

- Normally resulting in a fine between one to three hours deduction from their campaigning hours per infraction. Examples of such infractions include, but not limited to things such as late financial reports, intentional campaign sabotage (such as a candidate's supporters tearing down an opponent's signs unbeknownst to the candidates), and supporters' tactics too aggressive while campaigning, etc.
- **Tier 3: Serious offenses.**
  - Normally resulting in a fine between four to six hours of sanction from their campaigning hours per infraction. Tier 3 offenses can result in disqualification. Examples of such infractions, include but not limited to things such as, falsified documents, intentional campaign sabotage, voting fraud or coercion, serious ethics and/or Student Code of Conduct etc. Repeated Tier 2 violations may also be classified as Tier 3.



## Timeline for Candidates

Date	Event	Time	Location
Jan. 12	Advertising for ASG Positions begins	Ongoing	Campus wide
Jan. 31	ASG Elections Review	4 PM	Council Chambers
Feb. 8	Candidate Filing Begins	Ongoing	Student Union
Feb. 14	ASMHCC Candidate Informational Meeting	Noon-1 PM	Council Chambers
Feb 15	ASMHCC Candidate Informational Meeting	3-4 PM	Council Chambers
Feb.16	ASMHCC Candidate Informational Meeting	6 PM	Council Chambers
Feb. 28	Candidate Filing Ends Biographies due for voting pamphlets	5 PM By 5 PM	Council Chambers
Feb. 28	Mandatory Candidate Meeting	3 PM	Student Union
March 1	Campaigning Begins	Ongoing	Campus Wide
March 8 & 9	Candidate Meet & Greet	Noon-2pm	Main Mall
March 13- 15	Voting Week Polls open at 12:01am on 3/13 Polls close at 11:59pm on 3/15	Ongoing	Online
March 16	Presidential Announcement	Noon	Student Union



## MT. HOOD COMMUNITY COLLEGE POSTING POLICY CAMPUS POSTER PROCEDURE

- Please follow the following poster procedure. If procedures are not followed posting privileges will be revoked. Procedures are subject to change Posters:
- All posters promoting events or services MUST have the following ADA statement. "MHCC is an AA, EEO, Title IX, Title VI, Title VII, Title II, Section 504, ADA, ORS 659A Institution. People requiring accommodations due to a disability should contact the Accessibility Education Services office at 503-491-6923 or [aes@mhcc.edu](mailto:aes@mhcc.edu). Please call at least two weeks prior to the event."
- All posters must have club or department name and MHCC logo. This can be obtained from the Office of Student Life and Civic Engagement if needed.
- Information on posters must abide and conform by MHCC Student Code of Conduct.
- All posters must be properly discarded within two days after the event has occurred. If the group or individual does not remove their promotions promptly they may lose future posting privileges.
- NO POSTING on pillars, concrete, brick, steel, windows, painted surfaces, or artwork/sculptures/fountains are allowed. Any violations to this guideline will be removed immediately and the group or individual could lose posting privileges.
- Posters in the glass case or poster holders must be approved by the Office of Student Life and Civic Engagement.
- Posters should be placed on approved bulletin boards throughout MHCC campuses. MHCC administration promotes the use of effective communication methods while minimizing waste.
- Posters are put in and taken out of glass cases every Monday by 5 pm.
- Promotional posters in glass cases cannot remain up for more than three weeks.
- Promotional posters must be 11X17 and abide by all of the above guidelines. Posters from the Financial Aid Office about important deadlines are the EXCEPTION to this rule.
- Posters are allowed to be posted for a period THREE weeks leading to the event or deadline.
- Posters related to academic or class recruitment are allotted a maximum of FOUR (4) weeks to be posted.

### ***Table Tents & Handbills:***

- Groups distributing table tents and handbills are required to clean litter created by their actions.
- All table tents and handbills must be properly discarded within two days after the event has occurred.
- All table tents and handbills promoting events or services MUST have the ADA statement. "MHCC is an AA, EEO, Title IX, Title VI, Title VII, Title II, Section 504, ADA, ORS 659A Institution. People requiring accommodations due to a disability should contact the Accessibility Education Services office at 503-491-6923 or [aes@mhcc.edu](mailto:aes@mhcc.edu) . Please call at least two weeks prior to the event."
- All table tents and handbills must have club or department name and MHCC logo.
- For questions regarding this procedure, please contact the Office of Student Life and Civic Engagement at 503-491-6023 or [Student.Life@mhcc.edu](mailto:Student.Life@mhcc.edu)

**Note:** There is a limit of 30 posters per ticket. The limit on marketing materials, such as handbills or bookmarks, is 1,500 per ticket. No supporting materials may be left unattended other than posters.

1. Posters must include the full name and registered acronym of the sponsoring organization (ASG Elections).
2. Prior to printing a master copy of the poster will need to be cleared by the Election Committee and the Student Union staff.
3. ADA information and the ASMHCC logo must be present somewhere on the poster. Both of these will be provided to the ticket to integrate into their poster. All required items needed for posters will be emailed to the candidates.
4. Stamped approval/pull date by the Student Union staff must be indicated on all posters prior to any copies being printed.
5. All posters without an approval stamp will be promptly removed.
6. Before an activity, event, or class is advertised, space must be reserved through the Office of Student Life.

*It is the responsibility of the tickets to remove outdated posters.*

*All tickets are prohibited from posting approved posters on the concrete and brick walls and pillars of the college campus.*



Mt. Hood Community College  
Elections Committee

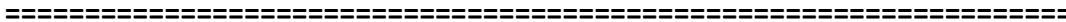
**Certificate of Academic Release – Candidate**

Name:

Student ID:

Phone number:

Email:



This form should be submitted when filing for candidacy. It will be sent forward for verification via signature of an authorized Admissions and Records staff in order to run for an Associated Student Government presiding officer position:

1. The student is currently enrolled for 6 or more credit hours at Mt. Hood Community College; and
2. The student has a minimum cumulative grade point average of 2.5 (or this is the student's first term at the college).
3. The minimum cumulative Grade Point Average requirement is waived for students in their first term at the college during the election process.

\_\_\_\_\_  
Name of MHCC Employee

\_\_\_\_\_  
Signature of MHCC Employee

\_\_\_\_\_  
Date



## Election Platform

The platform **must** contain the following items. Please note all platforms will be submitted to the student news publication, the Advocate.

1. Declaration of candidacy for specific office
2. List of qualifying experience
3. Goals to be achieved if elected
4. A diversity, equity and inclusion statement





Mt. Hood Community College  
Elections Committee

Candidate Contract

I, \_\_\_\_\_, as a candidate for the office of ASMHCC  
 **President**  **Vice President**, intend to fulfill any and all of the responsibilities associated with the office in executing the obligation of representing the student constituency of Mt. Hood Community College. I accept the responsibility to execute these Presidential duties but *in addition*, realize the necessity of attendance, and service, on a number of standing committees within the college framework.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date