UNIVERSITY OF NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

January 2024

Fellow UNE Students,

Are you looking for a new leadership opportunity unlike any other? The application process is now open to fill two **Trustee Student Liaison** positions for 2024-2025, one for each campus. Each is a student liaison to the University Board of Trustees, and must attend all meetings that are held throughout the year. The new Trustees Student Liaisons-Elect will start shadowing us at our May 30 committee meeting, and will take over beginning July 1. The Trustee Student Liaisons are also responsible for co-chairing the Representative Council made up of members from all student government organizations located on the Biddeford and Portland campuses.

Enclosed you will find the application materials for this position including:

- Application Time-line
- History of the Position
- Application Instructions
- Petition Form for Student Signatures
- Candidate Evaluation Forms (3)

We strongly encourage you to apply for this student leadership opportunity through which you can provide perspective on the student experience to the Board of Trustees.

We will be available via email for any and all students who have questions about this important and rewarding role, or about the application process. We will make every effort to meet personally or in a group to provide information for interested students.

Sincerely,

Macy Punzalan
Trustee Student Liaison, Portland Campus
Doctor of Dental Medicine, Class of 24
mpunzalan@une.edu

Janey Silvia
Trustee Student Liaison, Biddeford Campus
Medical Biology, Class of 2025
jsilvia2@une.edu

Trustee Student Liaison-Elect

Applicant Information Packet
2024-2025
Application Time-Line

January 16, 2024	**Applications and Advertising Begin** • Office of Student Affairs BC, Decary Hall Room 129 • Office of Recruitment, Student and Alumni Services (COM) Stella Maris 229 • Graduate & Professional Student Affairs, PC, Proctor Hall, Room 02
Wednesday, February 28, 2024 - By 5:00 p.m.	**Submission deadline for all candidate materials to one of the following locations**: • Office of Student Affairs BC, Decary Hall Room 129 • Office of Recruitment, Student and Alumni Services (COM) Stella Maris 229 • Graduate & Professional Student Affairs, PC, Proctor Hall, Room 02
Monday, March 4, 2024	Representative Council's Meeting to review and evaluate applications.
Week of March 18, 2024 - Date to be announced	Candidate Finalists meet with Senior Advisor to the President, John Tumiel
Monday & Tuesday, March 25 & 26, 2024	Candidate Finalists interview with the Representative Council
Monday, April 15, 2024	Combined Representatives Council Meeting
May 30, 2024	Candidate Elects meet with the Academic, Research, and Student Affairs Committee

This Packet Contains:

- Applicant Information
  - Brief History and Position Description
  - Application Process
  - Qualifications and other relevant information
- Petition Form (1)
- Candidate Evaluation Forms (3)

All materials must be submitted no later than 5:00 p. m., Wednesday, February 28, 2024 to one of the following:

Office of Student Affairs
University of New England
Decary Hall, Room 129
11 Hills Beach Road
Biddeford, ME 04005
studentaffairs@une.edu

Office of Graduate and Professional Student Affairs – Portland Campus
University of New England
Proctor Hall, Room 02
716 Stevens Avenue
Portland, ME 04103
pcstudentaffairs@une.edu

Office of Recruitment, Student and Alumni Services
University of New England
Stella Maris, Room 229
11 Hills Beach Road
Biddeford, ME 04005
comsa@une.edu

The Offices of Career Services are available for assistance in developing your resume.

Please contact:

Biddeford Campus
Learning Commons
207-602-2096

Portland Campus
Hersey Hall, Room 110
207-221-4237

University of New England

Trustee Student Liaison-Elect
Candidate Information
2024-2025

A Brief History....

In the fall semester of 1996, students from the Community Development Task Force on the Biddeford campus presented the concept of a Trustee Student Liaison position to the University Council. The students who presented the idea articulated the desire of students for an expanded voice in the University governance structure, which would demonstrate an increased commitment to community. They described the importance of a student presence on the Board as a reminder of the purpose for which the University exists.

Encouraged by interest from the University Council, the Task Force began the process of research and the development of a proposal for consideration by the University Council and Board of Trustees which took into account the unique nature of the University. A full proposal was presented to the Board of Trustees in the fall of 1997, yielding much discussion and several revisions.

At the October 1998 Board of Trustees meeting the proposal was approved by the Board providing for a University student to serve as a full voting *Trustee Student Liaison* member of the University's Board of Trustees.

In the fall of 2002, the Representative Committee, which became the Representative Council, opened discussions around the potential value of adding a second Trustee Student Liaison to the University Board of Trustees. It was proposed that a second Trustee Student Liaison would broaden student perspective on BOT committees and provide an equally accessible resource for the student populations on both campuses (one Trustee Student Liaison from each campus). At the February 2004 Board of Trustee meeting the proposal was unanimously approved by the Board providing for a second University student to serve as a full voting Trustee Student Liaison member of the University's Board of Trustees.

In the spring of 2023 a change was made with the Student Trustee positions to parallel that of university academic representation to the Board. With the approval of the Board and university President, the leadership position was transitioned from a full voting member of the Board of Trustees to a Student Trustee Liaison, with specific responsibilities to the Academic, Research, and Student Affairs Committee.

The Position...

The Trustee Student Liaison position is the means by which students play an integral part in the decision-making process at the University of New England. The students holding these positions serve as liaisons for the entire student body to the Trustees for the University of New England. It is the intention of these positions to foster the continued link between administration and students.

Application Process

There are two ways in which a student's candidacy for the **Trustee Student Liaison** position may be initiated: 1) nomination by a recognized UNE student government or organization, UNE faculty/ staff, or administration; and 2) self-initiated candidacy.

Any student wishing to be a candidate for the Trustee Student Liaison position must meet all qualifications as outlined in the *Qualifications* section below, and provide the following:

Submit the following to the Office of Student Affairs by **5:00 p.m., Wednesday, February 28, 2024.**

1) a letter written by the candidate, which should include:
   - reasons for pursuing the position
   - assessment of the candidate's qualifications for the position
   - goals the candidate would like to achieve while in the position

2) a current resume

3) a petition signed by 50 students who support the candidacy; students may sign more than one petition (attached to this packet of materials). Applicants are encouraged to gain support from students from all colleges.

4) no less than three (3) and no more than four (4) Candidate Evaluation Forms (attached to this packet) with corresponding Letters of Recommendation which meet the following criteria:
   i. one from a University of New England faculty, staff or administrator who can evaluate the candidate's skill and abilities as they relate to this University position
   ii. one from someone who can evaluate the candidate's experience in a post-secondary governance and/or leadership position
   iii. One from a current or former employer
   or
   iv. One personal reference from a non-relative who has known the candidate for more than a year

Completed candidate application materials will be forwarded to the Representative Council for the review of applications and selection of a group of finalists to be interviewed on **Monday, March 25 and Tuesday, March 26, 2024.**

The **Trustee Student Liaison Elect** candidates will be present and introduced at the Academic, Student and Research Affairs Committee Meeting on May 30. They will begin their terms on July 1.

Qualifications

Candidates for the **Trustee Student Liaison** positions must meet the following qualifications from the time of candidacy through the term(s) served:

1) be a matriculated student in a college of the University of New England. The positions are open to all undergraduate, graduate/professional program students completing course work on the Portland, Biddeford, or Tangier Campus, or other study abroad locations during their term of service;

2) maintain a positive disciplinary/student status record;

3) maintain a minimum 2.75 cumulative GPA or be in satisfactory academic standing in programs where no GPA is calculated; (Exceptions to these minima relative to documented learning disabilities will be reviewed on an individual basis.);

4) will have had post-secondary leadership experience (including, but not limited to, college or university governance and/or leadership, community leadership, etc.);

5) must be able to attend **ALL** regularly scheduled Board of Trustee committee meetings and other meetings designed for the position held.

Terms of Service

Trustee Student Liaison-Elect: June Board Meeting – May 30, 2024.

Trustee Student Liaison: July 1 through the June Board Meeting of the following year.

Position Responsibilities

The Trustee Student Liaison will have the following responsibilities:

1) The Trustee Student Liaisons will attend and co-chair all meetings of the Representative Council.

2) The Trustee Student Liaisons-Elect will have no voting privileges on the Board or on the Representative Council.

3) The Trustee Student Liaisons will attend and co-chair all meetings of the Representatives Council.

4) The Trustee Student Liaisons will compile reports from members of the Representatives Council for inclusion in the Academic, Research, and Student Affairs section of the Board Book in advance of each Board meeting.

Representative Council

Definition: A council comprised of the presidents and vice presidents of the student government organizations of the University.

Purpose: The Representative Council will ensure that students from all colleges and each campus of the University will have the opportunity to bring forth information from the constituents they represent. The Trustee Student Liaisons and Trustee Student Liaisons-Elect are responsible for relaying this information at the Board of Trustees meetings.

Guidelines for the Representative Council

1) Each student government organization will provide 2 representatives (president and vice president) to the group.

2) The meetings will be co-chaired by the Trustee Student Liaisons.

3) To insure regular communication by students from across the University, meetings will typically be held on a monthly basis.

4) The term of appointment to the Council for the presidents and vice presidents is the start of the fall academic semester through the conclusion of the following spring semester.

5) Council Advisors will be the Vice President of Student Affairs and a second advisor to be appointed by the Council and Vice President of Student Affairs.

Trustee Student Liaison-Elect
2024-2025

Petition Form

By signing this form you are showing your support for this student to serve in the capacity of the **Trustee Student Liaison-Elect** to the Board of Trustees of the University of New England. It is a position that requires maturity, critical-thinking, commitment, insight, and a willingness to represent the entire student body. It is permissible to sign the petition of more than one candidate. Signatures are subject to verification. RETURN with application no later than **5:00 p.m., Wednesday, February 28, 2024.**

Name of candidate: _____
Please Print

	Date Signed	Printed Name	Signature	College (CAS, WCHP, COM, CDM)	Expected Grad Year
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	Date Signed	Printed Name	Signature	College (CAS, WCHP, COM, CDM)	Expected Grad Year
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OFFICE OF STUDENT AFFAIRS

2024-2025 Trustee Student Liaison
CANDIDATE EVALUATION FORM

To be completed by the candidate:

I, _____ , am applying for the Trustee Student Liaison position to the Board of Trustees for the University of New England. I am requesting that you complete this form, attach a Letter of Recommendation and send it directly to the Office of Student Affairs no later than **Wednesday, February 28, 5:00 PM.** Thank you for your willingness to assist me in this application process.

_____ I waive my right to review this form and the attached letter.

_____ I wish to maintain my right to review this form and the attached letter.

_____ _____

Signature of Candidate Date

To be completed by the evaluator:

This position is an important one to the University and the student body, and carries with it responsibilities which require a blend of the skills listed below. Please rate this applicant using a scale of 5 (highest) to 1 (lowest) with 3 representing "average". Please comment briefly on your assessment of the candidate in each skill area.

_____ 1. **Communication skills:** verbal communication, written communication, assertiveness skills, ability to relate to a wide variety of individuals.

Comments:

_____ 2. **Leadership skills:** initiative, flexibility, motivated, responsible, inclusive.

Comments:

_____ 3. **Organizational skills:** dependability, punctuality, ability to manage time, ability to fulfill commitments.

Comments:

_____ 4. **Maturity:** ability to communicate values, personal goals, strengths and weaknesses, patience, sense of humor, objectivity.

Comments:

(over)

_____ 5. **Understanding of and compatibility to the position:** familiarity with responsibilities of the position, ability to be a positive role model, supportive of university policies and procedures, ability to work within a system.

Comments:

In summary of the ratings and comments above, I would: (please check one of the following)

_____ strongly recommend this person _____ recommend this person

_____ recommend with reservation _____ not recommend this person

How long have you known this person and in what capacity?

Your assessment of this applicant will be of great assistance in the selection process. **Please attach a letter of recommendation that would include any supporting statements that may be helpful.** If you have any questions, please don't hesitate to contact the Offices of Student Affairs, at 207-221-4212 (Portland Campus) or 207-602-2372 (Biddeford Campus). Please return this form **no later than 5:00 p.m., Wednesday, February 28, 2024 to**:

University of New England Office of Student Affairs Decary Hall Room 129 11 Hills Beach Road Biddeford, ME 04005 Fax: 207-602-5964 studentaffairs@une.edu	University of New England Office of Graduate and Professional Student Affairs – Portland Campus Proctor Hall Room 02 716 Stevens Avenue Portland, ME 04103 Fax: 207-523-1903 pcstudentaffairs@une.edu	University of New England COM Office of Recruitment, Student and Alumni Services Stella Maris 229 11 Hills Beach Road Biddeford, ME 04005 Fax: 207-602-5967 comsa@une.edu

_____ _____

Your signature Date

_____

Print your name

If necessary, how may we contact you?		
Address:		
Office Ph.:	Cell Ph.:	Home Ph.:
Email Address:		

OFFICE OF STUDENT AFFAIRS

2024-2025 Trustee Student Liaison
CANDIDATE EVALUATION FORM

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Your signature Date

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Print your name

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Your signature Date

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Print your name

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