



## STUDENT LIFE AWARDS (RCTC Policy 2.8.5)

**Part 1. Establishment:**

Rochester Community and Technical College shall award student contracts to student leaders who have satisfactorily fulfilled duties and responsibilities of the position (See Attachments for Job Descriptions). A contract shall be awarded to:

1. Student President
2. Student Senate Vice President
3. Student Senate Secretary
4. Student Senate Treasurer
6. ECHO Student Editor-in-Chief
7. ECHO Student Managing Editor
8. ECHO Graphics Manager
9. ECHO Sports Editor
10. ECHO Chief Photographer
11. ECHO Business Manager
12. ECHO Arts/Entertainment Editor
- ~~13. C.A.B. Students (Campus Activities Board)~~

Contracts may be awarded to other student leaders as selected by a selection committee comprised of two (2) student senators, two (2) students-at-large, one (1) faculty representative, and one (1) staff member. The Student Life Coordinator will serve as an ex-officio member of the committee. Students being considered for a contract cannot serve on the selection committee. The Student Life Coordinator shall be responsible for administering student contracts.

**Part 2. Process For Administering Contract Awards:**

**Subpart A.** Advisors shall evaluate the performance of each student leader based on the duties and responsibilities as outlined. The advisors shall make final recommendations as to the amount of contract to be awarded. Each individual will write a paper per semester stating why he or she deserves his or her contract in reference to job duties.

**Subpart B.** Contracts will be approved by the Director of Student Life and shall be paid out of Student Life fees up to a maximum of the following:

|                               |                            |                                 |                          |
|-------------------------------|----------------------------|---------------------------------|--------------------------|
| Student President             | Up to \$1,900 per semester | Up to \$3,800 per academic year | 10 hours per week        |
| Student Senate Vice President | Up to \$1,900 per semester | Up to \$3,800 per academic year | 10 hours per week        |
| Student Senate Secretary      | Up to \$1,200 per semester | Up to \$2,400 per academic year | 5 hours per week         |
| Student Senate Treasurer      | Up to \$1,200 per semester | Up to \$2,400 per academic year | 5 hours per week         |
| ECHO Student Editor in Chief  | Up to \$770 per semester   | Up to \$1540 per academic year  | Publication deadline met |
| ECHO Student Managing Editor  | Up to \$770 per semester   | Up to \$1540 per academic year  | Publication deadline met |
| ECHO Graphics Manager         | Up to \$770 per semester   | Up to \$1,540 per academic year | Publication deadline met |
| ECHO Sports Editor            | Up to \$500 per semester   | Up to \$1,000 per academic year | Publication deadline met |
| ECHO Chief Photographer       | Up to \$500 per semester   | Up to \$1,000 per academic year | Publication deadline met |

|                                |                            |                                 |                          |
|--------------------------------|----------------------------|---------------------------------|--------------------------|
| ECHO Business Manager          | Up to \$500 per semester   | Up to \$1,000 per academic year | Publication deadline met |
| ECHO Arts/Entertainment Editor | Up to \$500 per semester   | Up to \$1,000 per academic year | Publication deadline met |
| C.A.B. Students                | Up to \$1,100 per semester | Up to \$2,200 per academic year | 4 hours per week         |

**Part 3. Criteria for Contracts:**

All recipients must obtain a cumulative grade point average of at least 2.0 for eligibility to receive a contract. Other criteria to be considered:

**Subpart A. Student President** shall fulfill all duties as stated in the constitution and by-laws of the Student Senate and fulfill additional responsibilities as stated by the attached job description. (See Appendix A)

**Subpart B. Student Senate Vice President** shall fulfill all responsibilities as stated in the constitution and by-laws of the Student Senate and additional responsibilities as stated in the attached job description. (See Appendix B)

**Subpart C. Student Senate Secretary** shall fulfill all responsibilities as stated in the constitution and by-laws of the Student Senate and additional responsibilities as stated in the attached job description. (See Appendix C)

**Subpart D. Student Senate Treasurer** shall fulfill all responsibilities as stated in the constitution and by-laws of the Student Senate and additional responsibilities as stated in the attached job description. (See Appendix D)

**Subpart F. ECHO Student Editor-in-Chief** shall fulfill all responsibilities as stated in the constitution and by-laws of the ECHO student newspaper, from the attached job description and as outlined by the RCTC student policy manual or requested by the ECHO Advisor. (See Appendix H)

**Subpart G. ECHO Student Managing Editor** shall fulfill all responsibilities as stated in the constitution and by-laws of the ECHO student newspaper, from the attached job description and as outlined by the RCTC student policy manual or requested by the ECHO Advisor. (See Appendix I)

**Subpart H. ECHO Student Graphics Manager** shall fulfill all responsibilities as stated in the constitution and by-laws of the ECHO student newspaper, from the attached job description and as outlined by the RCTC student policy manual or requested by the ECHO Advisor. (See Appendix J)

**Subpart I. ECHO Sports Writer** shall fulfill all responsibilities as stated in the constitution and by-laws of the ECHO student newspaper, from the attached job description and as outlined by the RCTC student policy manual or requested by the ECHO Advisor. (See Appendix K)

**Subpart J. ECHO Chief Photographer** shall fulfill all responsibilities as stated in the constitution and by-laws of the ECHO student newspaper, from the attached job description and as outlined by the RCTC student policy manual or requested by the ECHO advisor. (see Appendix L)

**Subpart K. ECHO Business Manager** shall fulfill all responsibilities as stated in the constitution and by-laws of the ECHO student newspaper, from the attached job description and as outlined by the RCTC student policy manual or requested by the ECHO Advisor. (see Appendix M)

**Subpart L. ECHO Arts/Entertainer Editor** shall fulfill all responsibilities as stated in the constitution and by-laws of the ECHO student newspaper, from the attached job description and as outlined by the RCTC student policy manual or requested by the ECHO advisor. (see Appendix N)

**Part 4. Selection Process:**

A student, club, faculty member, staff person, or administrator can nominate eligible students. Nominations must be submitted to the Student Life Coordinator's office by the last Friday of April. The selection committee shall meet the first full week of May to review nominations and make contract awards. A student must receive at least a two-thirds vote to be eligible for a student contract. In the event there are more eligible students than awards, the selection committee will rank them by secret ballot in order to determine who will receive an award. The Office of Student Life will contact all recipients.

*Date of Implementation: Immediate*

*Date of Adoption: August 15, 2001*

*Revisions:*

- *January 29, 2002*
- *August 30, 2004*
- *March 31, 2005*
- *May 11, 2006*
- *August 28, 2007*
- *August 2008*
- *March 2009*
- *April 2010*
- *January 8, 2014*

## **Appendix A**

### **Responsibilities/Duties of the Student President**

The President of the Student Senate is responsible for the organization and general operations of the Student Senate, which includes, but is not limited to the following:

- A. Chair all Student Senate, Executive Board, and Senate/Cabinet meetings.
- B. Prepare agendas for all Student Senate meetings by the last day of the previous week, with the assistance of the Student Senate Executive Board and Advisor.
- C. See to the proper execution of all motions passed by the Senate.
- D. Review all committee appointments set by the Vice President.
- E. Appoint members from the Senate or Student Body to serve on campus wide search committees.
- F. Maintain communications with the RCTC Student Senate, in regards to matters dealing with RCTC faculty, staff, and administration, other student senates and LEAD MN.
- G. Chair the Executive Board.
- H. Perform a minimum of ten (10) office hours per week.
- I. Attend, or appoint a senate designee to attend, monthly LEAD MN Governing Council meetings. Also attend Fall and Spring General Assembly meetings, National Leadership Conference, and regional meetings, and report to the Student Senate by the next scheduled meeting.
- J. Speak at Commencement and other functions as assigned.
- K. Serve as chair of the Legislative Committee and Student Life Finance Committee.
- N. Submit one article a month to the ECHO newspaper.

As a member of the Executive Board of the Student Senate the President is responsible for, but not limited to, the following:

- A. Act on behalf of the Senate between meetings as necessary, however, decisions of the Executive Board may be overruled by a two-thirds (2/3) vote of the Senate membership.
- B. Prepare an operating budget to submit to the Senate for approval for the next fiscal year.
- C. Approve the Senate agendas every week prior to the next Senate meeting.
- D. Attend all available leadership conferences.
- E. Serve no more than two years in any given executive seat.
- F. Participate in Senate functions/activities.
- G. Attend all Senate/Cabinet meetings and Executive Board meetings.
- H. Discuss and implement standing committee initiatives.
- I. Attend, or assign a designee to attend, Fall and Spring General Assembly meetings and a National Leadership Conference, and encouraged to attend a minimum of one monthly LEAD MN Governing Council meeting per semester and regional meetings.
- J. Understand and enforce Robert's Rules of Order.

## **Appendix B**

### **Responsibilities/Duties of the Student Senate Vice President**

The Vice President of the Student Senate is responsible for, but not limited to, the following:

- A. Assist the Student President in aspects of student government/leadership.
- B. Fulfills the duties of the President in the event the President leaves office or is unavailable for an extended period of time.
- C. Present charters to the senate and monitor all activities for student organizations/clubs on campus, including all fundraising activities.
- D. Serve as -chair of the Working Documents Committee.
- E. Work a minimum of five (5) office hours per week.
- F. Ensure all Standing Committees meet at least once a month.
- G. Maintain all committee rosters (Senate and All-College).
- H. Shall distribute all monthly committee reports to the Student Senate.
- I. Other duties as assigned by the Student President.

As a member of the Executive Board of the Student Senate the Vice President is responsible for, but not limited to, the following:

- A. Act on behalf of the Senate between meetings as necessary, however, decisions of the Executive Board may be overruled by a two-thirds (2/3) vote of the Senate membership.
- B. Prepare an operating budget to submit to the Senate for approval for the next fiscal year.
- C. Approve the Senate agendas every week prior to the next Senate meeting.
- D. Attend all available leadership conferences.
- E. Serve no more than two years in any given executive seat.
- F. Participate in Senate functions/activities.
- G. Attend all Senate/Cabinet meetings and Executive Board meetings.
- H. Discuss and implement standing committee initiatives.
- I. Attend, or assign a designee to attend, Fall and Spring General Assembly meetings and a National Leadership Conference, and encouraged to attend a minimum of one monthly MSCSA Governing Council meeting per semester and regional meetings.
- J. Understand and enforce Robert's Rules of Order.

## **Appendix C**

### **Responsibilities/Duties of the Student Senate Secretary**

The Secretary of Student Senate is responsible for, but not limited to, the following:

- A. Assist the Student President in aspects of student government/leadership.
- B. Record proceedings of all Student Senate and Senate/Cabinet meetings including the responsibility of motion slips.
- C. Submit within two (2) days of any meeting a typed draft of the minutes to the Senate Advisor, at which time corrections will be made. The final copy will be distributed within three (3) days of said meeting. The minutes shall be distributed to the students through the Stinger, the Student Senate website, and the posting boards.
- D. Maintain a roster, along with the Senate Advisor, of each Senator's attendance at meetings.
- E. Serve as the custodian of all records for the Student Senate.
- F. Perform a minimum of five (5) office hours per week.
- G. Serve as the chair of the Volunteer Committee.
- H. Monitor the Student Senate picture cases.
- I. Monitor office hour sign-ins.
- J. Other duties assigned by the Student President.

As a member of the Executive Board of the Student Senate the Secretary is responsible for, but not limited to, the following:

- A. Act on behalf of the Senate between meetings as necessary, however, decisions of the Executive Board may be overruled by a two-thirds (2/3) vote of the Senate membership.
- B. Prepare an operating budget to submit to the Senate for approval for the next fiscal year.
- C. Approve the Senate agendas every week prior to the next Senate meeting.
- D. Attend all available leadership conferences.
- E. Serve no more than two years in any given executive seat.
- F. Participate in Senate functions/activities.
- G. Attend all Senate/Cabinet meetings and Executive Board meetings.
- H. Discuss and implement standing committee initiatives.
- I. Attend, or assign a designee to attend, Fall and Spring General Assembly meetings and a National Leadership Conference, and encouraged to attend a minimum of one monthly MSCSA Governing Council meeting per semester and regional meetings.
- J. Understand and enforce Robert's Rules of Order.

## **Appendix D**

### **Responsibilities/Duties of the Student Senate Treasurer**

The Treasurer of the Student Senate is responsible for, but not limited to, the following:

- A. Assist the Student President in all aspects of student government/leadership.
- B. Coordinate with the Director of Student Life to insure accuracy of the Senate and Student Life Activity Budgets financial activities on an on-going basis.
- C. Serve as a member of the Student Life Finance Committee.
- D. Serve as custodian of all financial records for the Student Senate.
- E. Submit a minimum of at least one monthly budget report to the entire Senate.
- F. Perform a minimum of five (5) office hours per week.
- G. Track all Student Life organizations' spending on a monthly basis using accounting software and Local Special Revenue reports from the RCTC business office.
- H. Have taken, or is taking, ACCT 2217 or equivalent.
- I. Other duties assigned by the Student President.

As a member of the Executive Board of the Student Senate the Treasurer is responsible for, but not limited to, the following:

- A. Act on behalf of the Senate between meetings as necessary, however, decisions of the Executive Board may be overruled by a two-thirds (2/3) vote of the Senate membership.
- B. Prepare an operating budget to submit to the Senate for approval for the next fiscal year.
- C. Approve the Senate agendas every week prior to the next Senate meeting.
- D. Attend all available leadership conferences.
- E. Serve no more than two years in any given executive seat.
- F. Participate in Senate functions/activities.
- G. Attend all Senate/Cabinet meetings and Executive Board meetings.
- H. Discuss and implement standing committee initiatives.
- I. Attend, or assign a designee to attend, Fall and Spring General Assembly meetings and a National Leadership Conference, and encouraged to attend a minimum of one monthly MSCSA Governing Council meeting per semester and regional meetings.
- J. Understand and enforce Robert's Rules of Order.

## **Appendix E**

### **Responsibilities/Duties of the Public Relations Senator**

The duties of the Public Relations Senator shall include:

- A. Updating the Senate website every week
- B. Creating questionnaire for all Snackin' with the Senates
- C. Coordinating all Snackin' with the Senates
- D. Advertising all Student Senate activities, via appropriate channels to appropriate stakeholders
- E. Acting as a liaison between the ECHO and the Senate
- F. Acting as a liaison between the CAB and the Senate
- G. Other duties assigned by the Executive Board or Senate.



## **Appendix F**

### **Responsibilities/Duties of Student Senators**

Responsibilities of all Senate members shall include:

- A. Attending Senate meetings and assigned committee meetings.
- B. Reviewing of and voting on proposed motions made during regular and special meetings.
- C. Service on at least one (1) Standing Committees and one (1) All-College Committee.
- D. Serving a minimum of two (2) office hour per week.
- E. Participating in Senate functions when necessary.
- F. Attending any agreed upon meetings and conferences. A Senator that does not attend, or cancels at the last moment, shall reimburse the Student Senate in full, unless a valid excuse can be presented to the Student Senate. A hold will be put on his/her record until full reimbursement is made.
- G. Any Senator that does not fulfill a full year commitment must reimburse the Student Senate the cost of a sweatshirt, shirt, or jacket, unless a valid excuse can be presented. A hold shall be put on his/her record until full reimbursement is made.

Besides these requirements, Senators must complete the management by objective process outlined above.

## Appendix G

### Responsibilities/Duties of the ECHO Student Editor-in-Chief

**Duties and Responsibilities:** To choose and assign duties to staff members with consultation of the advisor.

- A. Is responsible for all copy, pictures and advertising.
- B. Is responsible for adhering to the Statement of Practices and Code of Ethics.
- C. Must guide the staff in their duties, must offer advice and suggestions and make assignments.
- D. Shall be responsible for the Editor-in-Chief page.
- E. Will make final decisions on all copy matters, pictures, etc. with consultation of the advisor.
- F. Shall determine, with the advisor's assistance, the frequency of distribution of the paper and the proposed budget.
- G. Shall criticize, praise and attempt to help the staff with publication problems.
- H. Will put out a good, well-designed and journalistically sound paper.
- I. Shall aid the advisor in choosing next year's Editor-in-Chief.

## **Appendix H**

### **Responsibilities/Duties of the ECHO Student Managing Editor**

- A. Oversees all staff production, including all writers, photographers, graphics, and business and advertising personnel; coordinates efforts of other editors.
- B. Assists in copy-editing of all assignments, including cutlines and captions; assists in approving all photos and artwork.
- C. Responsible for layout of front page and editorial page; also responsible for ensuring that news, features and sports layouts are completed.
- D. Assists editor-in-chief in conducting editorial board and staff meetings, or conducts them in editor-in-chief's absence.
- E. Assists editor in assigning all stories, photos, and artwork.
- F. Oversees staff assignments and checks with other editors to resolve problems and verify that work is progressing and deadlines are being met.
- G. Assigns self to write stories and headlines; approves or rewrites headlines, captions and cutlines as necessary. Checks to see that everyone in photos is identified correctly.
- H. Encouraged to be a creative leader who assists writers with stories, assists other editors with management, and assists editor-in-chief with vision and direction of the newspaper.

## **Appendix I**

### **Responsibilities/Duties of the ECHO Student Graphics Manager**

- A. Designs working templates and style sheets for newspaper pages.
- B. Designs and places (or oversees placement of) text and graphics in newspaper layout for each month's issue.
- C. Collects ads or ad material to format and/or design according to advertisers' specifications, including material from national ad representatives.
- D. Communicates with publishing house prior to completion of issue.
- E. Sends publication files to publishing house, and remains on call for any printing problems.
- F. Trains editors and staff to operate any and all publishing and editing software.
- G. Provides technical support for staff.
- H. Assist in billing for advertisers.
- I. Assists in process of updating computer equipment and software by analyzing current and future needs in the production department.
- J. Supervises graphics staff and coordinates all visual material (photos, graphics and ads) for each issue.

## **Appendix J**

### **Responsibilities/Duties of Campus Activity Board Members**

CAB members shall assist in promoting and facilitating campus wide Student Life events. This includes, but is not limited to:

- A. Brainstorming and researching ideas for Student Life events.
- B. Assisting with non-CAB initiated Student Life activities, including, but not limited to, musical and theatrical productions, intramural sports, varsity athletic events, and RCTC/WSU-RC club activities.
- C. Facilitating all-college club council meetings, including preparing agendas, presiding at the meetings, and distributing the meeting's minutes to the CAB, Student Senate, and Student Life staff.
- D. Assisting in purchasing supplies.
- E. Assisting in general office duties, i.e., phone, mail, copying, updating web pages.
- F. Assisting in creating and/or posting advertisements for Student Life events.
- G. Assisting with ticket sales for theatre and music productions.
- H. Assisting the Intramural Director as needed with all aspects of the intramural sports program.
- I. Completing a post-activity evaluation sheet for each activity/task completed.
- J. Polling students at each event to see how the event went over.
- K. Assisting Student Life staff with other duties within the Student Life department.