



June 30, 2015

To: Chancellors, Presidents, and Chief Academic Officers of Public Institutions of Higher Education

From: Raymund A. Paredes, Commissioner of Higher Education

RE: Nominations for Non-Voting Student Representatives to the Texas Higher Education Coordinating Board

Section 61.0225 of the Education Code authorizes the Governor to appoint a non-voting student representative to the Texas Higher Education Coordinating Board for a term not to exceed one year beginning on June 1 and ending on May 31 the following calendar year. The student representative shall enjoy the same rights as a regularly appointed board member, except the right to vote or be counted towards a quorum for official board business. The student representative serves without compensation, however shall be reimbursed by the Coordinating Board for expenses incurred during official board business.

Detailed information and application process is available on our website at this [link](#). Please visit this link to obtain detailed information regarding the process and timeline for nominations for this position, as well as expectations and qualifications for potential nominees. You will also find a common application developed by the Coordinating Board and a copy of the Governor's Appointment Application which must be completed by nominees seeking appointment to the Coordinating Board. Nominations with completed applications must be submitted to the **Governor's Appointments Office by February 1, 2016**.

It is important that this information is widely distributed, particularly to your student government, which by statute plays a key role in the nomination process. Doing so will insure a diverse pool of nominees for the Governor to consider.

If you have questions, please contact my Executive Assistant, Angelica Reyes at Angelica.Reyes@thehb.state.tx.us or 512.427.6104. We look forward to your institution's participation in this process.

c: Jill Patterson, Governor's Appointments Office

Attachments:

[Application for Student Representative to the Coordinating Board](#)

[Office of the Governor Appointment Application](#)

[Non-Voting Student Representative to the Coordinating Board](#)



TEXAS HIGHER EDUCATION COORDINATING BOARD

P.O. Box 12788 Austin, Texas 78711

Non-Voting Student Representative To The Texas Higher Education Coordinating Board

Background:

Section 61.0225 of the Education Code authorizes the Governor to appoint a non-voting student representative to the Texas Higher Education Coordinating Board for a term **not to exceed one year** beginning on June 1 and ending on May 31 the following calendar year. The student representative shall enjoy the same rights as a regularly appointed board member, **except the right to vote or be counted towards a quorum for official board business**. The student representative **serves without compensation**, however shall be reimbursed by the Coordinating Board for expenses incurred during official board business.

Qualifications:

For initial consideration, nominees must meet the following minimum criteria:

- Be enrolled as an undergraduate or graduate student in a public institution of higher education;
- Be in good academic standing as determined by the institution;
- Commit to fulfill all board related responsibilities during their term of service, to include attendance at no less than 3 of the 4 quarterly board meetings, and 3 of the 4 board committee meetings as scheduled (see attached); and
- Have a strong drive and self-motivation to contribute to the progress of higher education in Texas.

If appointed, the student representative must continue to meet the following criteria for the length of his or her term:

- Maintain a GPA of at least 2.5 on a 4.0 scale;
- Maintain enrollment at a public institution of higher education for duration of term; and
- Maintain a state-wide perspective on higher education (as opposed to representing any single college or university).

Process for an institution that is part of a university system:

The nomination process begins with the student government at each institution and ends with a final appointment by the Governor. Below are key deadlines for the nomination process:

November 1 Deadline for student government at each institution within a system to begin solicitation for nominees.

January 1 Deadline for student government at each institution within a system to select **no more than five applicants** for recommendation to the chancellor of the system.

February 1 Deadline for the chancellor of the system to nominate to the Governor **no less than two applicants** for appointment to the Coordinating Board. This deadline includes the submission to the Governor's Appointments Division the following documents (applications must be postmarked by this date):

1. [THECB Application](#)
2. [Governor's appointment application](#)
3. Resume
4. Unofficial transcript

June 1 Deadline for the Governor to appoint a non-voting student representative to the Coordinating Board for a **one-year term expiring on May 31**.

Process for an institution that is not part of a university system:

November 1 Deadline for student government at each institution not part of a university system to begin solicitation for nominees.

January 1 Deadline for student government at each institution not part of a university system to select **no more than five applicants** for recommendation to the president of their institution.

February 1 Deadline for the president of each institution not part of a university system to nominate to the Governor **no less than two applicants** for appointment to the Coordinating Board. This deadline includes the submission to the Governor's Appointments Division the following documents (submissions must be postmarked by this date):

1. [THECB Application](#)
2. [Governor's appointment application](#)
3. Resume
4. Unofficial transcript

June 1 Deadline for the Governor to appoint a non-voting student representative to the Coordinating Board for a **term expiring on May 31**.

The chancellor or president (as indicated above) shall forward a completed nominations packet to the following address:

**Appointments Division Office
of Governor Greg Abbott
P.O. Box 12428
Austin, TX 78711**
<http://gov.texas.gov/appointments>

Please note that the Governor may request to see information from all applicants during his deliberations, so **it is imperative that each institution and university system maintain applicant information until final selection**. Additionally, the Governor is authorized to request information beyond what is required in the attached applications.



TEXAS HIGHER EDUCATION COORDINATING BOARD

Application for Student Representative to the Coordinating Board

Name:	<input type="text"/>
Institution:	<input type="text"/>
Graduation Date:	<input type="text"/>
Major (s):	<input type="text"/>
GPA:	<input type="text"/>
Mailing Address:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

Please describe an issue related to higher education that you are most interested in and why. Limit to 150 words*.

Please explain how you would help your fellow college students by serving. Limit to 150 words*.

Please attach a **resume** and an **unofficial transcript** when you submit your application.

* If additional room is needed please attach a separate document.



GOVERNOR GREG ABBOTT

OFFICE OF THE GOVERNOR

APPOINTMENT APPLICATION

1. Personal Information

2. Photograph

Full Legal Name			
Preferred Name			
Spouse's Name			
Physical Home Address			
City, State Zip ,			
Mailing Address			
City, State Zip ,			
County	Work Telephone - -	Home Telephone - -	
Cellular - -	Preferred E-mail Address		
Secondary E-Mail Address (if applicable)			
			State Senator
			State Representative

3. State Board(s), Commission(s), or Task Force(s) of Interest to You:

The list of all entities to which the Governor makes appointments may be found at:

<http://www.gov.texas.gov/appointments/positions>

4. Employment Information

Employer	Employer's Address	Present Job Title
		Profession
Present Job Description		

Name

5. Education/Training

Type of School	Name and Location of School	Year Graduated	Degree and Field of Study
High School			
Undergraduate			
Graduate			
Other			

6. Employment History

Employer	Position	Dates	Location

7. References

Name	Employer	City	Telephone	Relationship
			- -	
			- -	
			- -	
			- -	
			- -	

8. Professional Memberships (including any state bar memberships)

Organization	Title/Position	Current/Former

9. Volunteer Participation

Organization	Title/Position	Current/Former

10. Military Service

Are you or have you ever been a member of the Armed Forces of the United States: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Branch	Dates of Service	Type of Discharge

Name

11. Social Media Information

Do you use, or have you ever used, any of the following? If "yes," provide additional information.

Facebook	<input type="checkbox"/> Yes <input type="checkbox"/> No	Username
Twitter	<input type="checkbox"/> Yes <input type="checkbox"/> No	Handle @
Instagram	<input type="checkbox"/> Yes <input type="checkbox"/> No	Username
LinkedIn	<input type="checkbox"/> Yes <input type="checkbox"/> No	Profile
Google+	<input type="checkbox"/> Yes <input type="checkbox"/> No	Username

12. Spouse Information **This Section Not Applicable**

Spouse's Employer	Job Title/Position
Does your spouse conduct any business with or before the Texas Legislature or any other state entity? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list agencies:

13. Miscellaneous Information

Note: "Material interest" is defined as (a) serving on the governing board of directors or (b) a ten (10) percent or greater ownership. This does not apply to any mutual funds in which you do not exercise authority in investment decisions.

Have you filed federal income tax returns for the past five (5) years? If no, give details. Yes No

Are you, your spouse, or any company in which you have a material interest currently delinquent in any local, state or federal taxes? If yes, give details. Yes No

Have you ever defaulted on a personal, business or student loan? If yes, give details. Yes No

Type of Loan	Date	Details

Have you, your spouse, or any company in which you have a material interest or of which you have been an officer or principal been involved in any bankruptcy proceeding? If yes, give details including dates. Yes No

Do you currently serve, or have you ever served, on any local, state or federal government board, commission or committee or in any elected or appointed office? Yes No

Entity	Position	Dates	Compensated (Y/N)	Reimbursed (Y/N)

Name

13. Miscellaneous Information (Continued)

Are you or your spouse related to a local, state, or federal public official?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Official and Title		Relationship	

Do you or your spouse have any material interest in, or are either of you employed by, any company that does business with or receives funds from the State of Texas? If yes, give full name and details:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Company	Details		

Are you or your spouse an officer, director, employee or paid consultant of a trade association? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list association and position:	Self
	Spouse

Have you or your spouse ever been registered as a lobbyist or received compensation to represent someone before a local, state, or federal government?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Self or Spouse	Entity Represented	Entity Lobbied	Dates	

Have you, your spouse, or any company in which you or your spouse have a material interest been party to litigation? If yes, give details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

In the last five years, have you, or any company in which you have a material interest, been licensed by a Texas state agency? If yes, give details.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Agency	Type of License	License #	Expiration	

Have you ever been delinquent in child support payments? If yes, give details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Not Applicable	

Name

13. Miscellaneous Information (Continued)

To the best of your knowledge, has any federal, state or local law enforcement or regulatory agency (on behalf of itself or any other person or entity) filed or investigated any grievance or complaint against you, your spouse, or an entity in which you have a material interest? If yes, give details and disposition (investigated, dismissed, reprimanded)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Agency	Date	Details and Disposition

To the best of your knowledge, have you, your spouse, or any company in which you have a material interest been investigated, reprimanded, fined or suspended from doing business with any state or federal agency? If yes, give details and disposition (investigated, reprimanded, fined, suspended)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Agency	Date	Details and Disposition

Have you ever been convicted in a criminal proceeding (excluding traffic violations), placed on probation, required to perform community service, or had a criminal proceeding disposed of by pre-trial diversion, deferred prosecution, deferred adjudication, or some similar proceeding?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list the charge, the date of the offense, the city and/or county and state in which it allegedly occurred, and the disposition thereof.		

14. Certification

Full Legal Name	
Date of Birth / /	Texas Driver License or DPS ID#
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Place of Birth
Date of naturalization (if not a citizen upon birth) / /	
Ethnicity: (optional; check all that apply) <input type="checkbox"/> White <input type="checkbox"/> African American	
<input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> Native American <input type="checkbox"/> Other	

Notes:

- Appointment to a Board or Commission may require the annual filing of a Personal Financial Statement (PFS) Form with the Texas Ethics Commission.
- A resume must be attached in order for this application to be considered complete.
- Judicial candidates must also complete a Judicial Questionnaire.
- Any information provided on the application or attached may be subject to the Texas Public Information Act. This means that an individual requesting copies of the information in your file may be provided access to that information.

CERTIFICATION OF APPLICANT

I hereby certify that the foregoing and any attached statements are true, accurate and complete. I agree that any misstatement, misrepresentation, or omission of a fact may result in my disqualification for appointment. I assign and hereby give the Office of the Governor full authority to conduct background investigations pertinent to this application. I specifically authorize the Texas Department of Public Safety to conduct a background investigation and to disclose the results of that investigation to the Governor or his authorized representative.

Applicant's Signature

Date

Submit to:

Appointments Staff (512) 463-1828
Office of the Governor (512) 475-2576 fax
PO Box 12428 www.gov.texas.gov
Austin, Texas 78711

ServingTexas@gov.texas.gov (with scanned signature page)