

# Review of SLCC Non-Academic Programs and Services

## Executive Summary

Department of Student Life & Leadership

Overview containing a brief description of the program and services of the department of Student Life & Leadership (SLL)

This department houses several programs including the Salt Lake Community College Student Association Leadership (SLCCSA). The professional staff work with members of the SLCCSA Executive Council in assisting them to fulfill their responsibilities as well as to teach, support, coach, advise, cheer, supervise, explain and prepare them as student leaders.

- SLCC Student Association
  - The objectives of Salt Lake Community College Student Association are to express the opinions and provide for the general welfare of the student body while representing the interests of the community and the college
  - To provide communication and interaction between the SLCCSA leaders and administration while allowing participation at the academic and policy-making levels of the college
  - To enhance the educational, cultural, and social experience of the students
  - To promote SLCC and establish relationships with the community for the betterment of the College and the benefit of the students

### A) Programs

#### Leadership Development

##### *Conferences*

###### Summer

Each August our office hosts the Summer Leadership Conference in collaboration with other Student Services (Admissions, Trio, OSS, ODMA, Athletics, Career Services). We find a keynote that does two speeches and two workshops, we have professional at the college offer workshops, we have as service project (the past few years has been as Esparanza Elementary), activities to allow for networking and bonding among the various student leadership groups on campus. We rent space for 150 students and staff, we are currently are under contract to host this event at the Homestead Resort in Midway, Utah.

###### Winter

During the spring semester our office hosts this half-day conference that is open to all student leaders on campus. We maintain the same theme that is established by the committee for the Summer Leadership Conference. For this conference we have gone between hiring a keynote speaker who can provide the entire half day in an interactive workshop and having a keynote offer two 1-hour lectures with shorter education sessions done by staff and student leaders in between the two keynote

addresses. This conference is a refresher to our student leaders who attended the Summer Leadership Conference.

### *Trainings – Attachment A & B*

#### National Society for Leadership and Success

The NSLS is the nation's largest leadership honor society. Students are selected for membership based on either academic standing and/or leadership potential. Candidacy is a nationally recognized achievement of honorable distinction. In addition to honorable distinction, the NSLS provides a step-by-step program for members to build their leadership skills through participation at their campus or online. Upon completion of the program, members receive their leadership certificate, and take their place among the top student leaders at their campus and across the country. Members are able to list their affiliation on all statements of personal accomplishment, including their resume.

Advisors for this program are currently the Assistant Directors of Student Life & Leadership and Admissions. We currently offer multiple in person sessions of Orientation, Leadership Training Day, Speaker Broadcasts, and help students facilitate their own Success Networking Teams. Fall 2019 is SLCC's first semester with the NSLS. As we progress, we will be electing a student Executive Board. Currently we have 385 students who have elected to join and are progressing towards become Inducted members.

#### Diversity & Inclusion Series

The purpose of the Diversity Exploration and Inclusion Series is to foster diversity, social justice and inclusion awareness among students, staff and faculty at Salt Lake Community College. The program provides opportunities for respectful interaction and meaningful dialogue among people of diverse backgrounds. The program aimed to introduce an essential component of education and to help everyone to consider perspectives other than their own, encouraging civil debate, broadening the basis for critical thinking and dialogue on ideas that promotes diversity, networking and inclusivity. *The program will assist everyone to advance diversity and inclusion in the areas of accountability, civility, collaboration, engagement, equity, inclusion, integrity, trust, and respect.*

#### Clifton Strengths

Each year our office purchases about 500 Clifton Strengths Codes for use in student leader, club leader, Staff/Faculty Development, retreats, and classroom presentations and workshops. This journey begins with helping students gain a better, deeper, and richer understanding of who they are and can become. We use the concept of strengths as the core idea in helping students in their journey. In short, we begin with self-knowledge and awareness of one's strengths and then design programs both in the curriculum and co-curriculum that help students build on their identified talents. Although we begin with students, we do not wish to stop there. We recognize the importance of the social environment - all the members of the college campus community - for the students. We consider the development of

all members - staff, leaders, and faculty on the college campus - to be important in creating a culture and community that focuses on the strengths of students. Thus, we offer programs not only for students but also for those adults who are mentors and models for students in their journey.

#### Profiles in Leadership

Profiles in Leadership is part of our development for our SLCCSA student leaders as well as students at large. We provide opportunities for our students to engage in dialogue, reflect, and assess their leadership roles. We invite various campus faculty and staff members to serve as presenters and assist us in facilitating a presentation. This training also opens up the opportunity for any of our campus community partners to serve as presenters. The focus of the training is to represent various levels of leadership that our student leaders can learn from and relate to as they move forward in the educational experience.

### Programming

#### *SLCCSA Programming*

##### Welcome Week Activities

At the beginning of each Fall and Spring semesters, SLCCSA hosts various welcome week activities to target all incoming and returning SLCC students. Our efforts are to showcase campus life and create a welcoming and lively environment for our students.

##### Bruin Bash

Our biggest welcome back event of the academic year is our annual Bruin Bash. With almost over 500 people in attendance every year, we make it our goal to provide our students a fun and engaging event that will promote the college's resources and campus life. This event is planned almost a year in advance with contracting various artists and acts (i.e. Hypnotists, Comedians, Photoboosts, Laser Tag, Musicians, Face painting, Card and Palm readers Fireworks Show, etc.) contacting various campus departments to table at the event and organizing a raffle to raffle off selected prizes. This event requires the entire Student Life and Leadership staff, Executive Council, and members of the Student Association to assist

##### Club Rush

This is a time twice a year (once in fall and once in spring) when clubs have an opportunity to showcase themselves to students, so they have more knowledge and possibly join the clubs. This occurs within the first 2-4 weeks of each semester. The past few years we have partnered with the Thayne Center's Service-Learning Fair and First Year Experience's (now Orientation and Student Success) Campus Resource Fair to offer all three events during the same time. Between the three offices we call this the Mega Fair. Working together has allowed us to make the events large and more convenient for students. It has also allowed us to combine our budgets of the fair so we can offer a greater incentive to the students who participate. These events are hosted each semester at the Jordan, South City and the Taylorsville campuses.

### Monthly programming

Each regional vice president is responsible for planning and presenting programs and initiatives for the students located at the campuses and sites within their region. The programming model we use is designed around the College values of collaboration, community, inclusivity and learning and we ask the students to plan, promote and present their program at least one of these should be included. We also have created a rubric of the types of events they should be presenting, which are blender, stop-in, structured, regional, civic engagement, or family. This way our student can plan their programs and initiatives more intentionally.

## Scholarships

### *Book Scholarship*

The SLCC Student Association provides a book scholarship opportunity every Fall semester for any SLCC graduating student. SLCCSA sets aside funds to help a graduating student purchase their required textbooks for their final semester at SLCC. Each student recipient will be eligible to request up to 2 books.

To be eligible for this Book Scholarship students must meet the following requirements and submit this application.

- Must have at least a 2.5 cumulative GPA
- Must be currently taking at least 9 credit hours
- Must be a continuing student of SLCC and have planned to complete either May 2020 or Summer 2020. (Attach a copy of your DegreeWorks audit showing completion date)
- Must be able to demonstrate a need for the Book Scholarship. This can be shown through completing a Free Application for Federal Student Aid (FAFSA) and/or answering the questions on the application.
- Must indicate the title, author, edition of the book, and the price.
- Past awardees are not eligible.

**Note:** Students who are receiving a tuition waiver from the college for involvement and/or leadership are not eligible for the Book Scholarship.

This scholarship can only be used for books from the College Bookstore. It must be used for the semester it is granted. For example, if awarded for Spring Semester 2019, it cannot be held over for use during Spring Semester 2019. Students may request assistance for up to two books that will assist in completing a degree or certificate.

### *Desktop Computers*

Recently a credit union approached the College and worked out an agreement that they would donate numerous desktop computers. The credit union is replacing the computers in their branches and since they are less than three years, they thought students could make good use of them. We started an application process and will provide them to students who have no computers in their homes. As long as they provide computers, we will have students who will take them.

### *Morgan Presidential Leadership Scholarship*

The scholarship is awarded on the basis of leadership experience in high school and/or community activities to first time college students. Recipients of this award must be involved in SLCC's Student Association. Involvement and training begin during June and continue throughout the academic year.

Requirements include:

- Full-time enrollment of 12 credits or more for fall and spring semesters
- 10 hours per week in the office
- A continuing 3.0 GPA both previous term and cumulative
- Service involvement each semester
- Sign and agree to the Morgan Presidential Scholarship Agreement

The Presidential Leadership Scholarship is an up to two-year program that includes:

- Tuition and student fee waiver for Utah residents (fall and spring semesters)
- \$200 book allowance per year in the College bookstore
- Stipend for summer involvement

### Skills & Opportunities

Some of the skills we assist students to achieve as part of their development in their positions in our office.

- Leadership development
- Outreach and recruitment
- Publicity, promotions, and marketing
- Networking
- Event planning and engaged programming

### Resources

#### *Internships*

We provide scholarships to interested students who want to participate in an internship. The internship may be in an office in Washington, D.C, in Utah at a legislative position or even with local businesses, governments, or at a non-profit agency. Scholarships range from \$1000 to \$5000 dollars depending on the location and if the internship is a paid position

#### *Reflection Room*

When we renovated a section of our office a few years ago we had a reflection room put in so our students who need a place to pray, meditate, find a quiet place, or just relax for a few minutes can use. We recently worked with the Disability Resource Center to add sensory items for students who need to be without outside stimulation for a time.

#### *Clubs & Organizations – Attachment C*

SLCC's Clubs & Organizations exist to unite students of similar interests together and provide them with opportunities to become effective leaders. These groups enhance the

quality of student life by fostering social interactions, leadership development and a connection to the College by promoting clubs, diversity, service and learning outside the classroom. There are over 60 clubs and organizations at SLCC (active and inactive). Each year the Club Leaders must fill out the Annual Club Activation form listing at least 5 student members, the intended advisor for the year, and an updated club constitution or charter. Any advisor for a club must fill out an Advisor Contract each academic year.

#### *Additional*

We have several pieces of equipment that students and departments may check out including popcorn machines, snow cone machine, cotton candy machines X boxes, sound systems, etc. We also have a basement full of decorations and supplies for numerous events.

#### *State-wide connections*

Our office has several state-wide connections through organizations of students and professional staff. Some of these are listed below.

USA - Utah Student Association (USA), is a student association comprised of the public institutions of higher education in the state and two private institutions. Its leadership is comprised student association presidents from all the public and two private institutions. They meet monthly and review, discuss and work to resolve pertinent student issues. Each institution pays membership dues to the USA.

ULA - Utah Leadership Academy (ULA), is the annual state-wide leadership conference sponsored each May by the advisors and staff from the institution where it is held. It moves each year to a different institution so the institutions can take turns hosting and students can see how their student life offices work. Student leaders from across the state participate with an average of 300 attendees each year.

UPSIL - Utah Professionals in Student Involvement and Leadership, is a professional association made up of the staff in the student government, student leadership and student involvement departments.

#### Description of department purpose statement and department-level goals

The Purpose of Student Life and Leadership is to help students retain and succeed by providing students opportunities to have a voice, get involved, challenge assumptions and cultivate leadership abilities.

Our goals are:

To provide student leadership development opportunities to the student leaders in our office, and expanding that to the general student body

To provide training to other staff members so they understand the student experience

To provide real-life experiences for the student leaders to practice their leadership skills

To engage students in the programs we provide so they feel a connection to the College

We also provide a structure where student leaders provide student life experiences for their peers

#### Brief description of how the department supports SLCC mission, vision and goals

## **SLCC Mission**

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

We support the mission of the College by providing a student life experience for the general student body. By engaging students in one of the numerous programs, events, activities or initiatives we sponsor each month to help them to engage with some aspect of the College.

Assessment of strengths (points of pride), areas for improvement, opportunities and challenges

### *Strengths*

- Student development opportunities are structured throughout the year
- Diversity of student clubs
- Equitable workloads for staff
- Rotation of staff responsibilities
- Staff retention
- Working with HR to ensure smooth transition with new ec
- Assisting student leaders to maintain academic standards
- OrgSync

### *Opportunities for students*

- Travel
- Internships
- College-wide and state-wide committee memberships
- StrengthsQuest

### *Room for improvement*

- Retention in student boards
- Knowledge and skills sharing from student leader to board members
- Leadership development of students-at-large
- Leadership experience for all student leaders
- Contract process
- Internships

### *Challenges*

- Assistant director taking interim position for next few months
- Club fiscal processes
- Club contract process

## **B) Ways department work demonstrates SLCC Values**

### **SLCC VALUES**

We don't just state our values; we live them through dedicated, collective effort. Our values ground our future endeavors and help us realize our mission of being an open-access, comprehensive community college committed to the transfer education and workforce needs of our students.

- Collaboration
  - *We believe we're better when we work together.*
  - With SLL we have to constantly collaborate with many departments across the College. A primary vehicle for this collaboration is each year as we are training and preparing the new SLCCSA Executive Council and the boards that they oversee. Members of SLL are also on various College-wide committees and represent the Division of Student Affairs and our office on these committees. Through Arts & Cultural Events we offer the opportunities for faculty, staff, organizations, clubs, and students to request grants and logistics help to offer events and initiatives on campus.
- Community
  - *We partner with our community in the transformative, public good of educating students.*
  - Through our Profiles in Leadership and Diversity Exploration lecture series we often find members of the community to share their knowledge
- Inclusivity
  - *We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.*
  - Through the work with we do with SLL and SLCCSA we are constantly promoting inclusivity within student leadership and offerings to the student life of the SLCC student. This comes through in our training of student leaders, the encouragement of the pursuit of the purpose of SLCCSA and its boards, and in our offerings through the Arts & Cultural Events Grant(s), Profiles in Leadership, and Diversity & Inclusion lecture series.
- Learning
  - *We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.*
  - All that we do is geared towards the learning experiences of students outside the classroom. The trainings that we offer student leaders in SLCCSA and Clubs is all geared towards the learning of those student leaders. The events that SLL and SLCCSA offer strives to teach something to the students who attend and participate in the events and is a learning experience for those students who are hosting the events.
- Innovation
  - *We value fresh thinking and encourage the energy of new ideas and initiatives.*
  - When working with College students and providing training and programming for those students you need to constantly innovate. What works with one group of students might not work for another. We need to be flexible in our approaches in offering trainings, programming, and interacting with students and student leaders to stay relevant in the lives and education of the students we serve.
- Integrity
  - *We do the right things for the right reasons.*
  - SLL has a unique opportunity as the stewards of the SLCCSA from year to year. With this great responsibility we show integrity in ensuring that we hold the knowledge of student issues and concerns from year to year, provide our students with the resources and skills they need to step into their positions and insight change and serve the students. SLL is also is also the steward of a large portion of the student fee. With this we run of office, provide funding for the boards of SLCCSA to offer student government and student life to the students at large.
- Trust



- *We build trust by working together in good faith and goodwill to fulfill the College's mission.*
- Our staff works together to increase the retention of the students of SLCC by building relationship between students and the college. Engaging students through Student Life & Leadership and student association programs. This work is founded on a deep trust we have that what we are doing is important to the College

## C) **Background and Context**

### *Significant institutional or external changes that have impacted services*

Any economic trend impacts student enrollment whether negative or positive. We run three offices, assist over 80+ student leaders and provide over 100 programs completely on student fee dollars, so enrollment impacts our office and programs.

### *Recommendations that emerged from previous reviews or audits*

Below are the recommendations from our last program review in 2012. They are divided sections.

#### Broaden and deepen leadership development opportunities for students.

- Extend Washington D.C. Internship program to a year-round opportunity beginning Summer 2013.
- Amend the SLCCSA Bylaws to align the student Senate with the Academic Deans structure for each School within the College.
- Rework the elections process and structure to maximize student involvement at all possible level of engagement—competing directly for positions, oversight of the elected and appointed position process and increasing voter turnout.
- Extend the audience invited to Profiles in Leadership, Diversity Exploration series.
- Offer StrengthsQuest trainings to student groups across the college.

#### Strengthen connections and collaborative efforts with different departments

- Partner on the flu vaccination effort with Health and Wellness.
- ringing Shot of Reality, co-sponsoring programming with SHAC during Substance Abuse Week (SOR on Oct 23).
- Support the social work club in partnership with the Thayne Center, to develop a food pantry at the South City Campus.
- Utilize half of the Diversity Chair's time to develop the International Diplomacy Program with International Student Services.
- Co-sponsor author Juana Bordas with Multicultural Initiatives to enhance students' understanding of how to work effectively in a multi-cultural environment and society.
- Work with the DRC to make Disability Awareness Week more highly visible to SLCC students.
- Broker opportunities for Student Senators to develop relationships with the specific schools they represent.
- Partner with the Center for Innovation to make StrengthsQuest available to faculty and staff.
- Continue to build on the strength of Athletic partnerships, including growing Bruin Pride.
- Emphasize academic connections with various programs and artists, such as the Dance department collaboration associated with Rhythmic Circus.
- Augment the student voice in Art and Cultural Event programming across campus.

Conduct an internal audit of programming over previous three years, rebuild and align programming to best match our mission, purpose and values.

- Take stock of existing leadership development courses taught at SLCC across disciplines. Look at leadership programs/certificates at other two-year institutions; consider appropriate level of existing leadership courses available for SL&L and other student leaders. Evaluate courses taught with some link to SL&L—should some be offered at other days/times, should all be same number of credits, could there be additional one, two or three credit courses available to different student leaders or for differing student-articulated purposes?
- Compare cost/student of various typical programming efforts, including number of student leader hours committed to various events. Examine collaborative programming efforts for +1 effect in mutually reaching departmental goals. Prioritize future cuts in programming to better align the department to its mission, purpose and values.
- Involve SLCCSA leadership in a similar process for student association directed programming and work.

Gain stronger student voice in various policy recommendations.

- Compare lists of college wide committees to identify areas where student voice is lacking.
- Utilize existing and developing relationships in academic schools to augment students' voice.
- Utilize Student Life and Leadership's support structure to capture and store information regarding various college policy decisions.

Develop the advocacy arm of the regional boards.

- Connect ICC and Senate considerations to the regional boards' work. Resolve staffing challenges in strengthening student government at satellite campuses vs. the main Taylorsville Campus

Fully develop connections between Student Life and Leadership mission and purpose, and student completion.

- Utilize assessments over the 2012-15 period to develop an overarching strategy for making Student Life as integral and germane to the college experience as possible for all students, regardless of their path here.

*Significant changes within the department over the last 5 years – Attachments E & F*

We have had several changes in the department over the last three years with our director taking an interim assistant vice president (avp) position for almost 18 months to coming back and then he was promoted to an avp position, not the same one. After that the department was moved from under one avp to another avp. Within this time period we had one coordinator retire, next another one took a good job opportunity, one was replaced after several months, the other one has not yet been replaced. We also lost our administrative assistant, received a new one, which did not work out well, then lost her suddenly. We just hired a new administrative assistant in the last month. It is not that any one of these changes made a vast difference, however, each changed the amount of time we could spend within our positional responsibilities and assisting students.

From staff of a director, an assistant director and four coordinators (2015), to a staff of a director, an assistant director and one coordinator in Summer of 2019 (we just hired a new coordinator). Support staff of two full-time and five part-time to one full-time and three part-time.

*Progress report on current department goals*

One of our major goals is to expand our leadership development opportunities to the average student at the College. Currently, we provide these structured trainings to the student leaders in our office and in other organizations (clubs, ambassadors, athletics, etc.) across the college. The next goal is to become more visible to the student body of the College which we hope will allow them to want to engage with any of our programs, activities, or initiatives.

**D) Description of Program and Services**

*Personnel: department organizational structure (org chart) – see Attachment E*

*Customers served by program or service*

Our department was created to serve the students of Salt Lake Community College. Our internal customers are the students involved in the seven boards of the Student Association, and the members of clubs and organizations. Our external customers are first the general student body of the college, we have secondary customers in the college community and then the local community.

Services

Our office provides several resources for other departments at SLCC to use.

- Popcorn Machines (4)
  - This comes with bags, and popcorn to be used. When checking out, the individual provides information for how much they will need for the event.
    - We usually provide 100 bags for the popcorn and a box of popcorn.
      - We charge \$25 rental fee. This includes 100 popcorn bags and four bags of popcorn. An additional 100 is \$20.
      - Box of 1,000 bags = \$19
      - Box of 36 packages of popcorn = \$29
- Cotton Candy Machines (2)
  - We provide cotton candy sugar upon rental of machine.
    - This comes with 100 cones.
- Linens
  - We stock; blue, white, cream, and black tablecloths
    - Special orders can be made, and we will get those colors in upon request.
    - We charge \$5 per linen.
- Decorations
  - In our storage space we have a variety of decorations departments can use. These range from holiday events, to luaus.
    - Will provide basement log with information on each row.
  - Departments are not charged to check out, but the must tell us what they check out.

Audiences

Our popcorn machines and linens are frequently used by the Office of Diversity and Multicultural Affairs, the Office of Admissions, and First Year Experience. Decorations are utilized by these departments as well, but they are more frequently used by students on campus who are apart of one of the many clubs we fund. However, these resources are open to campus wide departments who check them out more sporadically than the departments listed.

### *Student Travel Information & Approval*

Most student travel throughout the College is reviewed by our office for student leaders, clubs and organizations and some classes to see if they have all their travel details addressed: These include where they are going, how are they getting there, who is traveling, where are they staying, and can they afford this travel-event or conference. We also have them sign approved travel waivers for students and advisors/faculty to see if they are covered by insurance. This is a working collaboration with Motor Fleet, Risk Management and Legal Counsel.

#### **E) Review of Resources**

##### *Brief overview of human resources supporting program and services (see attachment of job descriptions)*

Currently, the department has three part-time positions that function as receptionists, greeting people as they come in to either the South City Campus office or the Taylorsville Campus office (the Jordan office is in a two-year remodel), answering phones, special projects, and other office responsibilities. We have an administrative assistant that monitors and reconciles multiple budgets for all Salt Lake Community College Student Association Boards, student clubs and organizations; oversees student travel, monitors grades of all SLCCSA student leaders, provides general office management, and provide logistical assistance for special events, conferences and trainings. There is one part-time specialist that take on several projects and specific office responsibilities to assist the administrative assistant and is responsible for supplies, check in and out items, and most department resources. There is a job search happening to replace our full-time technician position. This position works with our software program, schedules all events for SLCCSA leadership and clubs and organizations, and coordinates Arts & Cultural Events logistics and manages its student fee funding. We have two coordinators who advises the student boards and student vice president(s) associated with assigned areas within the Student Association. Coordinates and provides training and oversight for students regarding finances, budgets, and leadership training. Supervises and supports student leaders within their assigned areas of responsibility. Manages individual budgets and revenue accounts within Student Life and Leadership.

An assistant director who supervises the coordinators and supports the Director for Student Life & Leadership and advises and guides the Salt Lake Community College Student Association (SLCCAS) Executive Council, student clubs and organizations and Student Life & Leadership staff members at all SLCC campus and center locations. Supports professional staff responsible for oversight of various SLCCSA boards. Monitors budgets for departmental sources. The director oversees the Salt Lake Community College Student Association (SLCCAS) Executive Council, student clubs and organizations and Student Life & Leadership staff members at all SLCC campus and center locations. Supervise professional staff responsible for oversight of the SLCCSA boards. Manage and monitor the budget for all departmental sources. Align the leadership and conceptual foundation of a comprehensive leadership development program. We also employ the eight Student Association Executive Council members part-time because we pay them hourly during Fall and Spring Semesters.

##### *Brief overview of financial resources supporting program and services*

Student fees - \$27.00 per student, pro-rated from 3 credit hours totalling approximately \$1.1 million a year

##### *Brief overview of technology resources supporting services*

Jordan Campus (4 people work out of this office) – 1 printer/copier, 5 desktops  
South City Campus (9+ people work out of this office) – 1 printer/copier, 6 desktops  
Taylorsville Campus (24+ people work out of this office) – 1 printer/copier, 3 printers, 1 large-format printer, 1 laminator, 23 desktops  
The department has 9 laptops, which the professional staff use

*Five-year trend data on financial and human resources*

Our budget was based on the student activity fee received from the student fees collected each semester and summer term. This is the what our fee has been for the last five years. 2015-16=\$27.50, 2016-17=\$27.50, 2017-18=\$27.50, 2018-19=\$27.00, 2019-20=\$27.00

In 2014-15, we had a staff of seven full-time and five part-time four of which had been with the college at least four years. We have a substantial reputation of retaining effective and excellent staff members, one found another job after three years, although we have most stay eight or ten years. Even our part-time staff chooses to stay with us for several years.

*Assessment of the quality/capacity of staff, work environment, physical and technology resources*

The staff is mostly female only because of job changes, although the new coordinator is male. Three full-time and one part-time staff have worked in the department for at least four years, two of them for more than 10 years. There are robust knowledge and skills from this group that adds to the resources of the office. Each individual's strengths and experiences are valued and add to the teamwork environment.

Student Life & Leadership strives to have a work environment where we respect and model open and honest communication. We maintain an office that highlights inclusivity, compassion, understanding and adaptability. These values are important to maintain if we want our students to also honor these values. We also think it is crucial to keep a lively sense of humor in the workplace. We aspire to provide a space where individuals feel welcome and allows students to bond.

The software program we have been using for nine years for scheduling locations, tracking student leader hours, planning and evaluating programs, requesting travel, service opportunities and funding, new club registration, etc. is no longer available to us, so we are in the request for proposal process.

**F) Analysis of resource needs for future operations (next five years)**

If we could add another coordinator our workload per professional staff member would be more equitable. It would also allow us to expand existing programs specifically within leadership development to reach more students. As it is currently, each person is taking on what we feel they can manage and more, and the rest is overseen by the director and assistant director.

As stated above we are in the request for proposal stage for a software program to handle our applications, requests, tracking hours, scheduling, forms, to have in place before our current program is dissolved in June 2020. The appropriate program will allow our students to connect with each, reference a college event calendar,

**G) Relationships with Other Functional Units in SLCC**

*Aspects of department work that contribute to system-wide services.*

- OrgSync: Various departments utilize OrgSync allowing them access to various requests, applications, and files. Clubs across the college utilize forms to access money and space. Thayne centers has forms that students can access to sign up for service projects and service trips.

*Department services that are dependent on other functional areas*

The office of Student Life & Leadership depends on the following departments to be able to fully function for programs and daily tasks.

College Scheduling Office: We could not schedule locations for our programs with assistance from the scheduling office

Business Office: This office cuts the checks we use to pay our entertainers, lectures or vendors for their service. They also assist us when we need help with our internal accounting system (Banner).

Financial aid: We utilize financial aid to provide compensation for the student leaders. Working closely with them to administer stipends and scholarships.

Disability Resource Center: We work closely with the DRC when planning events to ensure all of our students' needs are taken care of and communicating closely with them to ensure we are assisting our students needs as best as we can.

Key office: This departments assists us in making sure we have the correct keys or access to offices, storage, event and meeting space, etc.

P-card: We work closely with the P-card department to ensure we are using the P card correctly. We have two P-cards that student Leaders can check out to make purchases for their boards or clubs.

Travel office: Our student groups have the opportunity to go to various conference state-wide. We work hand in hand with the travel office to ensure we are complying with all of the state rules, and so that our students/advisors can go worry free to their conference.

Registrar: Having access to early registration allows our students to ensure their class schedule is set early so they can plan their schedules. This also allows them to better complete their requirements as a student leader.

Public Safety- safety at events is utmost importance when we present programs. We work with Public Safety to assist us in reviewing the event and the area before and during events to ensure a safe environment for everyone.

Risk Management/General Counsel: When contracting speakers, we work closely with Risk management and the general counsel to ensure our contracts are complete and the College is covered.

*How is SLL collaborating with other departments to advance SLL strategic goals?*

We collaborate with other departments in providing programs for our student body. We understand the need to connect the students to the College through the people, activities, programs, and initiatives. However, we can say most of the work we do to increase student

completion within our office is not necessarily in a collaborative nature. We monitor academic progress of our students, checking grades and credit hours on banner, and then mid-term reports through the faculty members who receive the progress reports. We encourage the students to connect with an academic advisor to see if they are on the correct track to complete. Yet, this is not a collaboration with academic advising.

We worked with the School of Business to host a “pathways” orientation-like introduction that was a collaboration to assist students in that area or interested in that area of study to complete and prepare for transfer. It explained the majors and expectations. We have one of these planned for spring semester with the Humanities area of study.

We collaborated with the athletic department and The Church of Jesus Christ of Latter-Day Saints Institute to present a BBQ that everyone was invited to attend. This event was conjunction with Spirit Days to get students excited about the upcoming soccer and volleyball tournaments. It also involved equitable participation from all facets of the college community helping to connect students to the college through sports and activities.

*Organizational obstacles to implementing programs and services:*

- The contract process is very time consuming; it makes it difficult for our office (SLL, ACE, and Clubs) to be able to have spontaneous events. Risk Management now requires contracts to start the process 40 days prior to the event, this makes it so our department has to have all planning completed 3-4 months prior.
- There is a lack of student event spaces at Jordan and South City campuses. When students want to hold events, they are having to jump through multiple hoops to be able to use space. Our satellite campuses also have limited event space, making it difficult for our office to host events for those students. The Miller Campus specifically, does not subsidize payments for student events, this makes it expensive to host more than just a small in activity there.
- There is college-wide confusion of the difference between SLL and SLCCSA. SLL is an department and SLCCSA is the student association housed in that office. The understanding that SLCC staff/faculty have is that we are able to schedule the students for tours, ushers, hosts and get frustrated when that is not the case. We allow our student leaders to make decisions, such as what speaker to bring in or what program to plan. We do not tell them what to do and some people think we just tell them what we the staff want.

*Practices or policies that are supporting completion from underserved populations*

- **Involvement:** We recruit students to join one of our seven boards in the SLCCSA Leadership and learn leadership and event planning skills, problem-solve, advocate for students, and knowledge of the college. We understand that engaging student in programs, events, and activities at the College supports them to stay more attached to the College, which keeps in class and they are more apt to complete.
- **Profiles in Leadership:** The purpose of Profiles in Leadership was created to allow any student to attend to learn more about the stories of a diverse group of leaders and how they have gotten to where they are. Then they could see how they can also follow a path that leads them to a place or position they want to be.
- **Diversity Exploration Series:** The purpose of the Diversity Exploration and Inclusion Series is to foster diversity, social justice and inclusion awareness among students, staff and faculty at

Salt Lake Community College. The program provides opportunities for respectful interaction and meaningful dialogue among people of diverse backgrounds. The program aimed to introduce an essential component of education and to help everyone to consider perspectives other than their own, encouraging civil debate, broadening the basis for critical thinking and dialogue on ideas that promotes diversity, networking and inclusivity. The program will assist everyone to advance diversity and inclusion in the areas of accountability, civility, collaboration, engagement, equity, inclusion, integrity, trust, and respect.

- National Society for Leadership and Success
- Internships: This is an area where underserved students could really succeed if they took advantage of it. We help them put their resumes together and suggested internship opportunities. We also help with housing and a stipend with a paid internship, and if they do not have a paid internship, we have a scholarship of up to \$5000 for them. Students do not have to travel to Washington, D.C. to find an internship either we have several opportunities right here in Salt Lake County with state and local leaders.
- Book scholarship: Available to any student who is trying to complete and needs that one or two last books to finish their classes. Most students do not even apply for this scholarship and we leave money each semester in that account, that could be used.
- Special Assistant: The Special Assistant to the Student Association President for Inclusion and Equity (SAPIE) works to advance and sustain an organizational culture and climate that fully welcomes diversity and inclusiveness. This position will assist the Executive Council to understand and serve the full diversity of the student body, as reflected in the programming they produce and sponsor throughout the year. They will partner with various departments and groups to encourage turnout and dialogue about issues of diversity including respecting differences in gender, race, ethnicity, ability, status as a veteran, age, sexual orientation or any other difference, visible or otherwise.
- Diversity & Inclusion Senator: The Diversity and Inclusion Student Senator works in collaboration with the Special Assistant and the Student Senate in resolving needs and issues of the diverse student groups throughout the College.