

# PWC POST

April 2024

Salt Lake Community College

## A MESSAGE FROM VP CHRIS MARTIN



Does anyone else love Dutch Bros? I love that when you drive up the music is rocking, and the crew inside always yells hello and asks about my day, and while it always makes me feel old... I also feel the energy and positive vibes. But more than that, I love the positive affirming message that is always there to kick off the day. Last week I was admittedly in a bit of a funk, and I swung into Dutch Bros for a hot beverage to kick off the start of an especially cold, dreary, gray day. As I'm pulling out, I look down and this is the message on top of my cup, **"Whatever you're gonna be - be a good one!"** I have to be honest, I laughed out loud. My thought at the moment was, well I guess I'm going to be a good grouch! It turned out to be a great day and in the midst of the dreary and gray, I put a smile on and decided to be the best colleague and co-work I could be and put the grouch away.

The small messages of positivity we send to one another, and our students makes waves that we'll probably never see - but their impact can never be denied. We're coming up to the end of the Spring term and we're in the last quarter of the fiscal year. It's a stressful time and everyone is working hard to get everything done. Let's all commit to double down on bringing an extra helping of positivity to our days. Today, a colleague brought me a hot tea from Dutch Bros with a packet of sweetener - and the packet had a message that said, **"Be the ENERGY you want to attract."** That's the reminder I needed, and I am passing it on to you. Be the energy you want to attract.



-Chris

# DEPARTMENT SPOTLIGHT – PUBLIC SAFETY

Salt Lake Community College (SLCC) is proud to spotlight Tiffany Blair, our esteemed Public Safety Supervisor, who has dedicated over 4 years to the safety and security of our campuses. Tiffany's journey with SLCC began in the late 1990s when she served as a Police Officer until 2003. Her passion for SLCC led her to continue her career as a deputy before returning to SLCC in July 2023.



Tiffany Blair's leadership plays a pivotal role in achieving the goal of campus safety. "I adore the different cultures and personalities of our amazing students, faculty, and staff. Working alongside the UHP and CSOs is a great honor. Campus Safety and Police Officers all care about our community, so please, stop in to one of our offices or whenever you see us to say hello. We are working to protect and care for everyone across all campuses from Salt Lake to Redwood, Jordan, Herriman, and in between. We will help you find classes, jumpstart your vehicle, provide lockout and vehicle escort services, and have a listening ear when you're having a bad day," says Blair.

Tiffany is motivated by a family legacy in law enforcement and a passion for serving others. Tiffany embodies resilience and dedication in her role. She has an innate ability to keep calm in high pressure situations. She serves as a mentor for those on her team and would tell anyone seeking a similar path "to be sure to ask questions to those already in Law Enforcement or Campus Safety and study everything you can on the subject. If you like what you hear and learn, go for it with all you've got!"

Outside of work, she loves to spend time with family, reading, kayaking, camping, watching action movies, and drumming. Her proudest moment in her role was starting the child ID program in 2001 and now being a mentor to her wonderful team of CSOs!

## MEET OUR NEW PEOPLE AND WORKPLACE CULTURE STAFF!

Since our last newsletter in January, we have welcomed two new People and Workplace Culture staff members.



Lyndsey Wilcken is our new Program Associate in Staff Development on our Wellness team.

Cass Potter is our new Program Associate on our Onboarding team.



We are excited to have them on the PWC team. If you see them around campus please welcome them to SLCC!



# STAFF DEVELOPMENT



The Annual People and Workplace Culture **Community Dialogue Series: The Unifying Power of Our Stories** showcased the importance of storytelling in bringing people together. Held on March 18, this event featured a presentation by Sara Jones, CEO of InclusionPro®. Sara knows all about the power of storytelling. In 2018, she found her birth family in South Korea after 42 years, thanks to a mysterious tattoo. This moving chapter of her life has been shared on the global TED platform, touching over 2 million hearts and minds on the emotional complexity of transracial adoption. The dialogue allowed us to hear from an accomplished leader and reflect on our stories and the bridges we can build toward a less divisive world. "The human need for belonging exists within all of us," says Sara. She believes that by sharing our stories and listening to other's stories, we can find common ground and work toward a more united future.

## REQUIRED TRAINING

Due Dates based on hire date:

**January 1 - Mar 31:** Due March 31

**April 1 - June 30:** Due June 30

**July 1 - September 30:** Due Set. 30

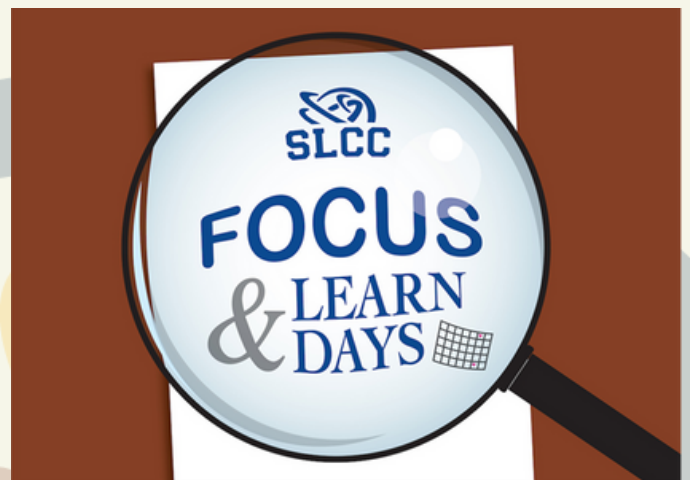
**October 1 - December 31:** Due Dec. 31

Contact Jed Patrick at [ppatric1@slcc.edu](mailto:ppatric1@slcc.edu) or (801) 957-3434 for more information about required training.  
<https://www.slcc.edu/requiredtraining/index.aspx>



**Staff Development Trainings- offered in person and online!**

We offer training on communication, individual effectiveness, personal growth, leadership & supervision, inclusion & belonging, and college operations & procedures, and required training. Did you know you can view all trainings in the SLCC Staff Development Calendar? Click [here](#) for the calendar.



Focus & Learn Days wrapped up this year with over 500 employees attending intentional professional development and well being sessions! Plan ahead and mark your calendars for Fall 2024 session on the third Friday of each month. If you wish to run a session, contact [Anjali.pai@slcc.edu](mailto:Anjali.pai@slcc.edu) Click here for more information on the history and research behind [Focus & Learn Days at SLCC](#)

# BENEFITS

## UPCOMING BENEFITS FAIRS

The Benefits Fair will be an opportunity for all employees to meet face-to-face with on-campus vendors and departments as they learn more about their benefit options during this year's Open Enrollment.

**Tuesday, April 23rd**, South Campus Multipurpose Room, 10:00 a.m.- 2:00 p.m.

**Wednesday, April 24th**, Redwood Campus Student Event Center, 9:00 a.m. -3:30 p.m.

**Thursday, April 25th**, Jordan Campus Student Center, 10:00 a.m. -2:00 p.m.

## RETIREMENT AND FINANCIAL PLANNING APPOINTMENTS

Our Advisors from HUB International are available to support you in your retirement planning decisions. You will work with a certified Financial Planner that is a Fiduciary and independent from our retirement plan providers. They will have a broad range of expertise in financial topics ranging from investments, retirement plans, taxes and estate planning.

### What can I get help with during my appointment?

**Investments:** Reviewing your investments and making your allocation.

**Retirement Decisions:** Discuss your options at retirement with your account balance and distributions, Social Security elections, Medicare enrollment, etc.

**Monthly Income:** Provide you with an estimate of what your monthly income will be in retirement from your employer's retirement plan and Social Security.

**Distribution Options:** What to do with old employer's retirement plan assets or IRA.

**Roth:** Pre-tax versus Roth (after-tax) deferral options in the retirement plan.

**Estate Planning:** Review important steps for your family to take.

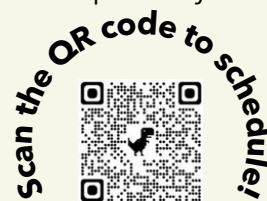
### Debt Management

Doug Macdonald, CFP®, CPFA  
Investment Advisor

P: 801-260-2289 | C: 801-833-5928

doug.macdonald@hubinternational.com

10011 Centennial Parkway, Suite #300, Sandy, UT 84070



## HUB International Webinar Schedule

Registration links below! Click the date to register.

### Principles of Finance: In-Depth Market Update

Wednesday [April 17](#) 1:00pm MDT & Friday [April 19](#) 9:00am MDT

Join for a discussion about the current market environment. We will cover year-to-date market performance, interest rates, and what to expect going forward.

### Approaching Retirement: Medicare, Social Security, Tax & Income Planning

Wednesday [April 17](#) 2:00pm MDT & Friday [April 19th](#) 10:00am MDT, Wednesday [May 15](#) 2:00pm MDT & Friday [May 17](#) 10:00am MDT

Join for a conversation about the basics of Medicare, Social Security, and developing a retirement income and tax plan.

### New to Investing: Investment & Retirement Planning Basics

Wednesday [April 17](#) 3:00pm MDT & Friday [April 19](#) 11:00am, [May 15](#) 3:00pm MDT & [May 17](#) 11:00am

Join for an overview of saving for retirement, choosing investments, and tips on how to make the most of your employer and personal retirement accounts.

### Principles of Finance: Navigating Market Volatility

Wednesday [May 15](#) 1:00pm MDT & Friday [May 17](#) 9:00am MDT

Join for a discussion about how to avoid bias and emotional decision making with your investments and how to navigate market volatility.



# BENEFITS CONT.

## PLATINUM 2024 HEALTHY WORKSITE AWARD!

Salt Lake Community College was awarded the prestigious UWWC Healthy Worksite Award! Thank you to the Employee Wellness Team, Christina McWhinnie, Kevin Nguyen, Lyndsey Wilcken, Teylor Soto, and Kadee Worley for all the hard work and care you put into our college employees!



## WELLNESS MEMO

Dear Full-Time Employees:

Salt Lake Community College is committed to supporting the health, wellbeing, and vitality of our employees. Our wellness benefits are focused on helping you learn more about health and wellbeing, move better and do more, and building a greater sense of belonging. In keeping with this focus, SLCC is proud to offer full-time employees up to 180 minutes per week to engage in wellness related activities.

As has been our practice, with supervisor approval, full-time employees will be allowed up to 180 minutes per week to participate in Employee Wellness program(s), and/or HLAC or HLTH courses receiving the Lifelong Wellness (LW) designation. Depending on the employee's wellbeing pursuits, the 180 minutes per week may include 120 minutes per week of released time for engaging in independent physical fitness or mental health activities. This plan provides the employee both flexibility and accountability to pursue personal wellness on released time.

Wellness activities are counted from the time the employee stops work duties until the time the work duties are resumed

The employee must coordinate with their direct supervisor should they wish to have release time specifically for engaging in physical fitness or mental health activities that do not fall within the Employee Wellness scheduled programs or HLAC/HLTH courses offered.

**How these hours are implemented is between the department supervisor and the employee based on departmental needs.**

An example of release time could be:

- Starting work time 30-60 minutes later than the employee's regular schedule
- Adding 30-60 minutes to the lunch break
- Leaving work 30-60 minutes earlier than the employee's regular schedule

For non-exempt employees, the wellness minutes per week will be counted as hours worked for computing overtime/compensatory time.

**\*Special note: Not all of the wellness hours allowed by the wellness memo need to be used.**

**"We're the people, people, and we keep people at the center of all we do."**

**-Chris Martin, VP Finance and Administration**

# HR FACULTY SERVICES

Faculty Services has revised the Faculty portion of Safe Hire. The Safe Hire implementation replaces the search advocate program. It will also provide a more structured committee training experience for the role, responsibility, and expectations for each individual committee members of the faculty hiring process. Assistant Director, Employment & Compensation, Cindy Barela will be conducting Staff Training on April 15th, 2024. A supplemental Faculty Training will be provided.

We continue to work with Onboarding & Faculty Development to revise the Faculty Orientation for New Full-time Faculty & Adjunct employees to ensure a more seamless and positive first impression experience. We will now be partnering with Onboarding during in person Orientations held monthly. The first New Orientation experience will be offered in May 2024. The onboarding Coordinator, Mia Moore is available for 1:1 orientations to ensure all new staff and faculty receive the information they need during the onboarding process.

The CBIZ Compensation study results for faculty are that the salary structure maintains faculty ranks as grades while incorporates steps as salary placement. The CBIZ notification letters and payroll adjustments were made effective March 22, 2024. This was a major undertaking, and Faculty Services would like to express appreciation to the Payroll & Budget offices for all the time and commitment that went into achieving this project for all SLCC employees, you are all amazing!

## DEGREE ADVANCEMENTS!

If you completed a degree advancement, you are eligible for a base increase. Please submit official transcripts with [Degree Advancement Form](#).

The faculty tenure and evaluations and rank Advancements are due! A reminder for all Deans to submit all Tenure, Rank Applications, and Dean Letters for advancement on the Academic Tenure SharePoint site. Please notify James Broadbent, Director of HR Faculty Services of the changes.

### Questions? Contact the Team:



James Broadbent  
Director, HR Faculty Services  
(801)957-4672  
james.broadbent@slcc.edu  
RRC-AAB-201F



Marti Black  
Coordinator  
(801)957-3597  
mblac124@slcc.edu  
RRC-AAB-201G



Jacob Valero  
Coordinator  
(801)957-4414  
jvalero2@slcc.edu  
RRC-AAB-201AD

# EMPLOYEE RELATIONS

## EMPLOYEE ENGAGEMENT

Employee Relations will be partnering with the Benefits team for April's employee engagement activity. See the Benefits section for more details. We are also excited to join our wonderful facilities teams and campus community for May's Beautification Day. Be sure to join us on May 22nd to make the campus beautiful! In June, PWC will be hosting a Hiring Bootcamp where we will also be kicking off the new Career Development Series. For a list of the full years activities, see the [Employee Engagement Calendar](#).



PEOPLE AND WORKPLACE CULTURE

# HIRING BOOTCAMP

Learn more about the New Safe Hire Program, New Hiring Compliance and Updates, and the new Part-Time Employee Career Development Initiative. All Hiring Managers, Supervisors and Administrative Assistants are encouraged to attend. Boxed lunch provided.

**JUNE 18, 2024**  
**TAYLORSVILLE REDWOOD CAMPUS,**  
**OAK ROOM**

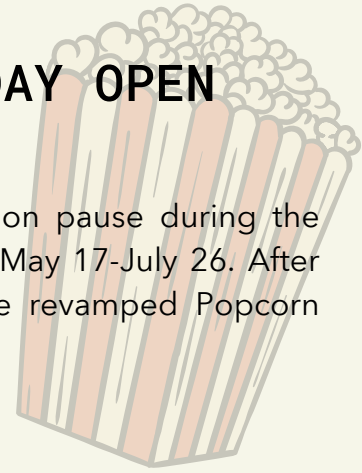
**REGISTER HERE**



- 9:00 - 9:15 - Welcome
- 9:15 - 10:15 - Safe Hire Presentation (to include the new HM guide)
- 10:15 - 10:45 - Recruiting/Talent Acquisition
- 10:45 - 11:15 - Onboarding and the Employee Experience
- 11:15 - 11:30 - Q&A/Ask Me Anything
- 11:30 - 12:00 - PT Career Development Kickoff

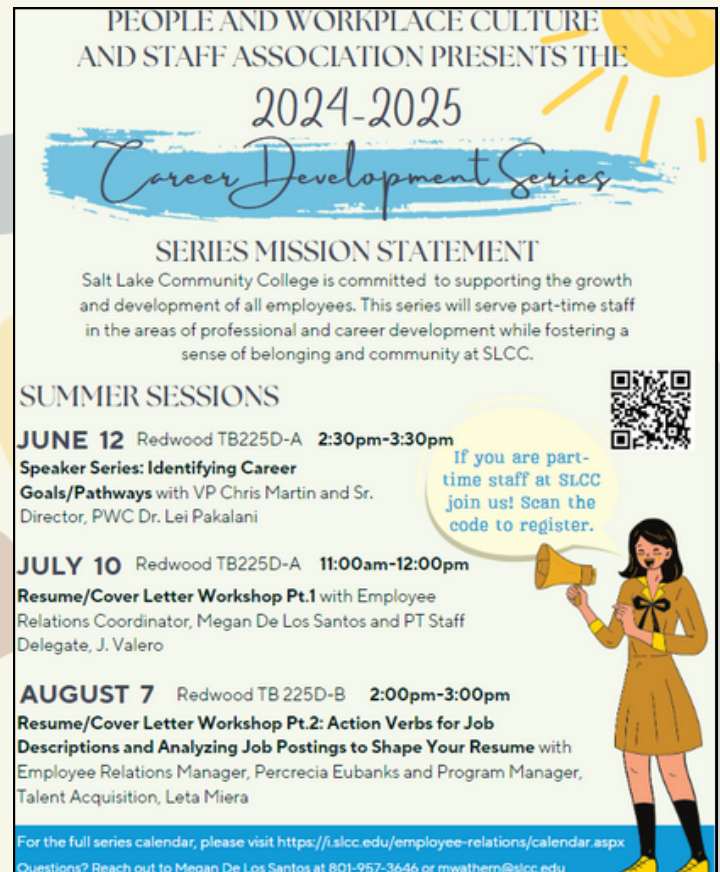
## POPCORN FRIDAY OPEN HOURS

Popcorn Friday will be on pause during the Summer schedule from May 17-July 26. After Summer lookout for the revamped Popcorn Fridays!



## CAREER DEVELOPMENT SERIES

People and Workplace Culture in collaboration with Staff Association will be launching the new Career Development Series June 2024. This initiative will serve our part time employees at SLCC through offering professional and career development opportunities. Sessions will be released seasonally. See below for the upcoming Summer Sessions.



PEOPLE AND WORKPLACE CULTURE AND STAFF ASSOCIATION PRESENTS THE

# 2024-2025 Career Development Series

**SERIES MISSION STATEMENT**

Salt Lake Community College is committed to supporting the growth and development of all employees. This series will serve part-time staff in the areas of professional and career development while fostering a sense of belonging and community at SLCC.



**SUMMER SESSIONS**

**JUNE 12** Redwood TB225D-A **2:30pm-3:30pm**  
**Speaker Series: Identifying Career Goals/Pathways** with VP Chris Martin and Sr. Director, PWC Dr. Lei Pakalani

**JULY 10** Redwood TB225D-A **11:00am-12:00pm**  
**Resume/Cover Letter Workshop Pt.1** with Employee Relations Coordinator, Megan De Los Santos and PT Staff Delegate, J. Valero

**AUGUST 7** Redwood TB 225D-B **2:00pm-3:00pm**  
**Resume/Cover Letter Workshop Pt.2: Action Verbs for Job Descriptions and Analyzing Job Postings to Shape Your Resume** with Employee Relations Manager, Percrecia Eubanks and Program Manager, Talent Acquisition, Leta Miera

If you are part-time staff at SLCC join us! Scan the code to register.



For the full series calendar, please visit <https://i.slcc.edu/employee-relations/calendar.aspx>  
Questions? Reach out to Megan De Los Santos at 801-957-3646 or [mwathem@slcc.edu](mailto:mwathem@slcc.edu)

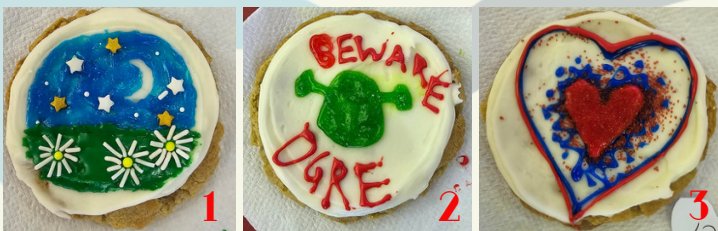


# EMPLOYEE RELATIONS CONT.

## VALENTINES DAY SOCIAL COOKIE DECORATION WINNERS

The first annual Valentines Day Cookie Social on February 15th, 2024 was an electrifying event brimming with joy and camaraderie as colleagues gathered to celebrate and spread appreciation. What made this year's gathering particularly special was our initiative to express gratitude through heartfelt letters to our fellow colleagues. It was touching to see the outpouring of kindness and appreciation shared, fostering a sense of warmth and connection within our SLCC community. Adding to the excitement was the highly anticipated cookie decorating contest, where creativity flourished.

Congratulations to our talented winners: Arleth Miramontes, Specialist Concurrent Enrollment, whose intricate designs captured first place; Lee Galicia Azamar, Orientation & Student Success, whose delightful creations earned second; and Natalie Spendlove, Administrative Assistant, Student Services, VP Office, whose charming cookie design secured third.



## CALL FOR DEPARTMENT TRAINING REQUESTS

If you and your team are looking to learn more about SLCC policies and how to interpret and apply them in your roles this is the opportunity for you!

The People and Workplace Culture Employee Relations team is hosting department trainings on SLCC policy and Employee Relations Practice. Let us know what topics you are interested in and we will come to you.

If you work at SLCC and would like department training related to Employee Relations or People and Workplace Culture policies let us know!



Employee Relations Manager, Irina Shashkova pictured facilitating a department training on Miller Campus.

## QUESTIONS? CONTACT THE TEAM!



Aubrey White  
(801) 957-3647  
awhit4202@slcc.edu  
RRC-AAB-201G



Irina Shashkova  
(801)957-4313  
irina.shashkova@slcc.edu  
RRC-AAB-201D



Megan De Los Santos  
(801) 957-3646  
mwathern@slcc.edu  
RRC-AAB-201Q



Percrecia Eubanks  
(801)957-3590  
peubank4@slcc.edu  
RRC-AAB-201J

# EO/TITLE IX

The EO/Title IX Office is available for consultations and Q&A. We continue to investigate allegations of discrimination and harassment. If you have any questions about the EO/Title IX policies and practice please contact to Cindy Cole.



Cindy Cole  
Title IX Coordinator/Lead Investigator  
(801) 957-4561  
ccole58@slcc.edu  
RRC-TB-222A

Melinda Mostyn  
Manager 2, EO/Title IX  
(801)957-3850  
melinda.mostyn@slcc.edu  
RRC-TB-222B



Joseph Rivera De La Vega  
Manager 1, Investigator  
(801)957-4566  
jriverad@slcc.edu  
RRC-TB-222B

Additionally, the Utah Coalition Against Sexual Assault, the National Sexual Violence Resource Center, and RAINN (Rape, Abuse & Incest National Network) offer valuable information, support services, and resources for survivors and allies alike. Together, through awareness, education, and support, we can work towards creating safer and more respectful communities for everyone. For assistance, contact the SLCC EO/Title IX Office.

#SAAM

<https://www.slcc.edu/title-ix/resources.aspx>

## Local Resources

**Rape Recovery Center:** 801-467-7282

Utah Coalition Against Sexual Assault(UCACA)

**Utah's 24-Hour Sexual Violence HelpLine:**

(801) 736-4356

**Linea de Apoyo de Violencia Sexual las 24-**

**Horas de Utah:** (801) 924-0860

YWCA

**Survivor Services 24-hour crisis line:** 1-801-537-8600

**University of Utah Center For Student Wellness**

**Victim-Survivor Advocacy:** 801-581-7776

## SEXUAL ASSAULT AWARENESS MONTH

April is Sexual Assault Awareness Month, a crucial time to highlight the importance of raising awareness about sexual violence and promoting prevention efforts. Throughout this month, communities come together to support survivors, educate the public, and advocate for change.

At Salt Lake Community College (SLCC), the EO/Title IX Office serves as a vital resource for students, faculty, and staff. If anyone has experienced sexual harassment or assault, they can contact the office to report incidents, seek support, and access resources.

**To report sexual harassment, attempted or completed sexual violence, stalking, intimate partner or dating violence, or discrimination based on sex in a college program or activity click [here](#).**

## SUPERVISOR GUIDANCE MEETINGS

Supervisor Guidance and Support meetings will be from 10:00am to 11:15am on the first Wednesday of the month. Following the Supervisor Guidance and Support meetings, PWC staff will be available to answer questions until 11:30am.

**View upcoming meeting dates and recorded sessions at the link below.**

**<https://i.slcc.edu/culture/toolkits/supervisor-guidance-meetings.aspx>**



## CALLING ALL ENTERTAINERS!

Calling talented SLCC staff and faculty! If you would like to perform your musical, comedy, or magic act at the 2024 Finance and Administration Division Holiday Party contact Megan De Los Santos at [mwathern@slcc.edu](mailto:mwathern@slcc.edu).



## 2024 COMMENCEMENT

We are currently looking for help with various roles for Commencement on Friday, May 3, as well as the day before, Thursday, May 2. It's a great way to be involved, meet wonderful people and celebrate our students. If you're interested in volunteering, please complete the form below. Volunteer training will be in April. Email Kristy with questions at [Kristy.Lewis@slcc.edu](mailto:Kristy.Lewis@slcc.edu). [Sign Up To Volunteer at the Commencement Ceremony](#).

## EMPLOYEE RECOGNITION EVENT

Mark your calendars for the upcoming employee recognition event on April 12, 2024. Join us for the ceremony starting at 1:30pm followed by a reception from 2:00pm-4:30pm. Register [here!](#)

## 4/10 SUMMER SCHEDULE

For full-time employees, the change is spreading a 40-hour work week over four days instead of five. If you typically work 8:00 AM - 5:00 PM, Monday-Friday, your 4/10 schedule might instead look like working 7:30 AM - 6:30 PM, Monday - Thursday. There are a number of variations that can work for each team, and we encourage teams to work together to develop schedules that best meet the service priorities of the department with their leadership.

Depending on the needs of the team and the work that the employee performs, employees, with supervisor approval, have the option of

maintaining a typical five-day schedule, working remotely on Fridays. The remote Friday would count as one of the two hybrid days allowed by SLCC for hybrid/remote work. It is important to note that the College will be physically closed on Fridays, so employees will not have access to campus on Fridays during the summer schedule if their primary work location is not listed as an exception.

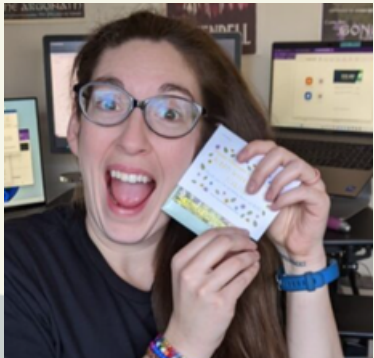
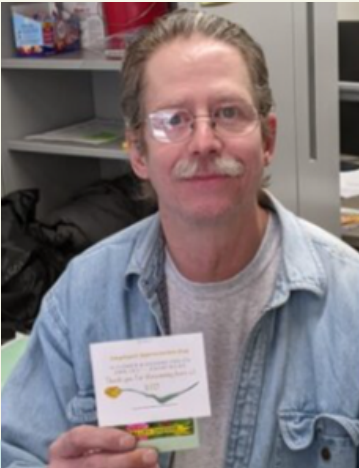
We are especially mindful of providing support for employees with small children requiring childcare and supporting supervisors in providing flexibility for these circumstances.



# EMPLOYEE APPRECIATION

Ahead of the spring season, People and Workplace Culture organized the 2024 Employee Appreciation Day on all 10 campuses. PWC staff hand delivered flower seed packets as a token of appreciation for choosing SLCC as the place we all can grow and blossom!

*The flowers are blooming*



*and so are you!*



## LEGISLATIVE UPDATE REPORTS

Discover all the latest updates on legislative reports [here](#), keeping you informed and engaged with the dynamic world of legislative affairs.

## BEAUTIFICATION DAY 2024

We extend our gratitude to the Facilities team for their dedication in maintaining the cleanliness and beauty of our campus throughout the year. Their efforts ensure that our environment remains conducive to learning and thriving. As we cherish their hard work, we also invite all SLCC employees to help in further enhancing the aesthetics of our campus. On May 22, 2024, let's come together to plant flowers, symbolizing our collective commitment to nurturing our surroundings and fostering a sense of pride in our shared space. By working together, we can create an even more vibrant and welcoming environment for all who call SLCC home.



SLCC staff pictured planting greenery at the Taylorsville Redwood campus on Beautification Day 2023.

## PRESIDENTIAL SEARCH UPDATE

Please participate in the open forums on April 24th. Nominate yourself [here](#). USHE will announce SLCC's new president on April 26, 2024.

A colorful poster for SLCC Beautification Day. At the top, a banner reads "SLCC Beautification Day Wed, May 22, 2024". Below the banner, it lists activities: "8 a.m. Pre-Planting Assignments" at South City Facilities & Arts Annex Break Room, Redwood Facilities Complex Pavilion-GFSB Bldg., Miller CART Building, and Jordan Student Pavilion. It also lists "12:00 p.m. - Thank You Lunch" at Redwood Facilities Complex Pavilion with work order #24\_340837, and notes "Announcing: Facilities Outstanding Employee Award". A large watermelon slice graphic contains the text "RSVP Click Here". At the bottom, it lists transportation needs for SCC, Miller, Jordan, and WTE & AIR, and provides contact information for questions. It also includes instructions: "Bring sunscreen! Wear work clothes! Bring a Hat & Gloves".

**SLCC Beautification Day**  
**Wed, May 22, 2024**

**8 a.m. Pre-Planting Assignments**  
South City Facilities & Arts Annex Break Room  
Redwood Facilities Complex Pavilion-GFSB Bldg.  
Miller CART Building  
Jordan Student Pavilion

**12:00 p.m. - Thank You Lunch**  
Redwood Facilities Complex Pavilion  
Work Order# 24\_340837  
Announcing: Facilities Outstanding Employee Award

**RSVP**  
**Click Here**

**Transportation Needs:**  
SCC: Heather Mineer X3200  
Miller: Malcolm Tasker X5400  
Jordan: Nuffy Houtz X4762  
WTE & AIR: Lynn Hauserman X:3542

**Questions Call**  
Donna Western-Kruger X4119  
Vicki Hauserman X4461  
Amy Houston X4539  
Lori Anderson X4562  
Misty Alford X3638

Bring sunscreen!  
Wear work clothes!  
Bring a Hat & Gloves

## PRESIDENT HUFTALIN'S RETIREMENT FAREWELL



You are invited to join SLCC employees and friends at a Collegewide Retirement Celebration honoring the tenure of Dr. Denece G. Huftalin. We will celebrate her 31 years of service to the institution, including 10 transformative years as president.

**Thursday, April 18, 2024 3:30 - 5:30 p.m.**  
**Taylorsville Redwood Campus**  
**Lifetime Activities Center (LAC)**

A short program, including remarks from Dr. Huftalin, will begin at 4 p.m. Refreshments will be served.

Those unable to attend, as well as anyone who would like to, can send congratulations, memories, or best wishes to Dr. Huftalin [here](#). In lieu of gifts, please consider making a gift in honor of Dr. Huftalin [here](#).

# GROWTH, PLANNING, AND SUPPORT (GPS)

We encourage all supervisors to attend GPS training to ensure a successful and productive meeting for all employees. View the upcoming GPS trainings below. You will receive a link to join the meeting prior to the online session.

<https://i.slcc.edu/culture/toolkits/gps.aspx>

Friday April 5, 2024

12:00pm-1:00pm

Online

Monday April 8, 2024

12:00pm-1:30pm

Jordan Campus, HTC 158

## What Great Leaders Say to Build Strong Teams

**I believe in you.**  
Helps team members feel confident and trusted.

**Thank you.**  
Shows you appreciate their hard work.

**You've got this.**  
Encourages them to handle challenges on their own.

**What do you need to be successful?**  
Shows you want to help them achieve their goals.

**How are you really doing?**  
Shows you care about them, not just their work.

**Tell me more about your idea.**  
Encourages them to share and develop their creativity.

**How can I support your growth?**  
Shows you're invested in their career advancement.

**I trust your judgment.**  
Lets them know you have confidence in them.

**What challenges are you facing?**  
Lets them share problems they may need help with.

**What do you think we should do?**  
Asks for their ideas and includes them in decisions.

**Let's celebrate.**  
Recognizes their contributions and reminds to enjoy the wins.

Find this helpful? Follow Justin Wright for more. [LinkedIn.com/in/jwmba](https://www.linkedin.com/in/jwmba).

## 6 TYPES OF QUESTIONS FOR IMPACTFUL 1-ON-1 MEETINGS

SOURCE: DR. STEVEN ROGELBERG

IMAGE BY: JACOB MORGAN



### RELATIONSHIP BUILDING

"What do you do outside of work?"



### ENGAGEMENT

"What do you enjoy/hate most about your job?"



### CHECK-IN

"What's top of your mind?"



### PRODUCTIVITY/ CHALLENGES

"What feels like a waste of time at work?"



### GIVING/RECEIVING FEEDBACK

"Where can I provide more feedback?"



### DEVELOPMENT, GROWTH, AND CAREER

"Where do you see yourself in 5-10 years?"

GREATLEADERSHIP.SUBSTACK.COM

## SLCC CHECK INS

Learn how to run successful one on one sessions at this upcoming training:

Thursday April 11, 2024

11:00am-2:00pm

\*Participants must register to receive a link.

Check out [The Way We Lead](#) for guiding principles as an SLCC leader!





# A MESSAGE FROM DR. PAKALANI, SENIOR DIRECTOR:

I had the awesome opportunity to attend a Culture Builders Summit last week. SLCC received a kudos for the most non-sponsored attendees because culture is important to us and building it on a daily basis is work that is gratifying and ever evolving.

I was intrigued by a booth at the entrance. The reps had these fun Big Foot slippers on. Their goal was to engage attendees in a fun way. **My big, hairy, audacious goal is to help our employees be happier at work.** Life is too short and we spend a lot of our waking hours in the office. Our work-life integration can and should be just as meaningful, satisfying and enjoyable as life off the clock. I keep these slippers in my office as a reminder and note to self about some important lessons I need to remember in the work ahead.

May I share a few Culture Building takeaways we can do together?

- Take time to walk in other people's **shoes** for better understanding, clarity and empathy.

- Follow in the big **footsteps** of fellow employees who are successful and effective and empathetic leaders.

- Try not to **step** on other toes by collaborating and communicating often.

- Put your best **foot** forward in building solid relationships with your coworkers and others across the campus.

- **Stride** into this era of change with excitement, curiosity and support.

I am humbled by how much I learn when I "walk" into your departments and see how much you do and how your work impacts me and so many others. Your footsteps to follow are important, needed and so appreciated. Thank you!!

- Lei



# BURNOUT

“Do you feel like going to work is harder than it used to be? Maybe you’re feeling exhausted, uninterested, and detached from your job. Have you been “quiet quitting,” or do you know, deep down, that you’re not doing your best anymore? If so, you might have workplace burnout ” (Mayo Clinic Press Editors, 2023).

“Burnout can happen to anyone; however, as you may know, probably the biggest burnout culprit is the modern-day workplace” (Mayo Clinic Press Editors, 2023). “A recent survey conducted by AFLAC found that 59% of all American workers were experiencing at least moderate levels of burnout – that’s even higher than burnout levels at the height of the COVID-19 pandemic” (Mayo Clinic Press Editors, 2023).

“According to a 2020 Gallup survey, 76% of employees experience burnout at least sometimes and 28% say they are burned out “very often” or “always” at work” (Wigert, 2023).

“The World Health Organization (WHO) defines burnout as a syndrome, “resulting from chronic workplace stress that has not been successfully managed (Mayo Clinic Press Editors, 2023).” Burnout does not happen overnight; it develops gradually, emerging as a prolonged response to chronic job stress that has not been successfully managed.

“Research shows that, when asked about aspects of their jobs that undermine their mental health and well-being, employees frequently cite the feeling of always being on call, unfair treatment, unreasonable workload, low autonomy, and lack of social support” (Brassey, 2022).

Top Factors That Correlate Most Highly with Employee Burnout (Agrawal, 2024):

- Unfair treatment at work
- Unmanageable workload
- Unclear communication from managers
- Unreasonable time pressure
- Lack of role clarity
- Lack of support and communication from manager

Do any of these feel familiar to you. All six of these factors are significantly influenced by a manager’s behavior. “Managers have a responsibility to protect against unfair treatment in the workplace, communicate clearly and provide support. In addition, managers should serve as an advocate and ally of their team members when it comes to prioritization, workload management and setting reasonable expectations with internal partners” (Wigert, 2023).

# BURNOUT CONT.

Here are some early warning signs to be aware of if you feel like you may be reaching burnout (this is not an exhaustive list):

- Physically, emotionally, and cognitively, described as feeling like the tank is empty.
- Increased absenteeism and not wanting to be at work/lack of interest/motivation in job.
- Chest pain, shortness of breath, headaches, palpitations, dizziness (please see a doctor if you notice any of these symptoms). Health issues get ignored.
- Depression/anxiety/forgetfulness/not sleeping well/increased irritability and sensitivity.
- Feeling negative and cynical toward work, co-workers, and others in one's life.
- Withdrawal and isolation/feeling disconnected from others.
- Unhealthy eating and drinking habits start to form.
- Reduced effectiveness or ability to perform one's work/increased mistakes or accidents.

Employees can take steps to reduce burnout and enhance their mental health and well-being by doing the following:

- Speak to your supervisor if the workload becomes too much.
- Do not over-extend yourself - know how much work you can and cannot take on.
- Connect and get support through an EAP, or a mental health or primary care professional.
- Focus on self-care by scheduling time for exercise, sleep/rest, vacation, social connections, take breaks during the workday, and joyful activity.
- Make changes that will reduce the level of stress.
- Build support networks and stay positive.

Burnout is very real. Employees and employers need to be mindful of the signs and causes of burnout. Managers need to check in with their employees regularly to ensure they are physically and mentally well. Small changes can lead to big results in reducing and preventing burnout by addressing the six key workplace factors mentioned above.

## References

Deloitte: Accessed at: <https://www2.deloitte.com/us/en/pages/about-deloitte/articles/burnout-survey.html>

Gallup Survey: Accessed at: <https://www.gallup.com/workplace/282659/employee-burnout-perspective-paper.aspx>

Agrawal, B. W. and S. (2024, March 20). Employee burnout, part 1: The 5 main causes. Gallup.com. <https://www.gallup.com/workplace/237059/employee-burnout-part-main-causes.aspx>

Brassey, J. (2022, May 27). Addressing employee burnout: Are you solving the right problem?. McKinsey & Company. <https://www.mckinsey.com/mhi/our-insights/addressing-employee-burnout-are-you-solving-the-right-problem>



# BURNOUT CONT.

Maslach, C., & Leiter, M. P. (2016). Understanding the burnout experience: recent research and its implications for psychiatry. *World psychiatry: official journal of the World Psychiatric Association (WPA)*, 15(2), 103–111.  
<https://doi.org/10.1002/wps.20311>.

Mayo Foundation for Medical Education and Research. (2023, April 14). Breaking down burnout in the Workplace. Mayo Clinic. <https://mcpres.mayoclinic.org/mental-health/breaking-down-burnout-in-the-workplace/#:~:text=Do%20you%20feel%20like%20going,you%20might%20have%20workplace%20burnout>

Wigert, B. (2023, July 21). Employee burnout: The biggest myth. Gallup.com. <https://www.gallup.com/workplace/288539/employee-burnout-biggest-myth.aspx>

World Health Organization: defining the three elements of occupational burnout: <https://www.who.int/news/item/28-05-2019-burn-out-an-occupational-phenomenon-international-classification-of-diseases>

Contributed By AVP People and Workplace Culture, Dr. Richard Enyard

