

PWC POST

January 2024

Salt Lake Community College

From People and Workplace Culture (PWC), it is my distinct pleasure to welcome you to the PWC Newsletter and to also welcome new hires and returning employees to Salt Lake Community College for the spring semester. I hope that you all had a wonderful holiday with family and friends. As many of you are starting your career with us and to those of you who are returning, I want to wish each of you success as you assume your duties with us. We hope that you will quickly feel at home and prosper in your career.

You have made an excellent choice by starting or continuing your career at SLCC. This is an important endeavor and means as much to us as it does to you. Whatever position you hold, it is important. We have built SLCC through the leadership, dedication, teamwork, collaboration, innovation, cooperation, and service of quality staff such as you. Your commitment to the core beliefs is necessary for us to continue our growth and development as an "Employer of Choice."

We are proud to have you as part of our team. We hope you will share with us our sense of pride as you grow with us. Please share with your family and friends about your career and the benefits of working at SLCC.

Again, welcome to SLCC. Please take the opportunity to read the PWC Newsletter which will come to you on a quarterly basis. We hope you will read it and learn more about what we do to make your work lives better.

Richard Enyard, Ph.D., SPHR
Associate Vice President of People
and Workplace Culture



A MESSAGE FROM OUR VP

WELCOME BACK!

As we kick-off a new year and begin a new semester this a great time for all of us to embrace the restart and fresh start these new beginnings provide. People and Workplace Culture has spent this fiscal year, rebuilding, resetting, and refreshing. I am happy to share that PWC is fully staffed, and we have added some incredibly talented professionals to our team. These new additions are joining our seasoned and dedicated team of human resource professionals to support our employees across the college and put people first in all we do.

This spring we're working hard on some great things - be on the lookout for some exciting and engaging topics in our monthly Supervisor Guidance and Training Meetings. We also are excited to launch new trainings related to unconscious bias, male allyship to support females in the workplace, and creating meaningful conversations to support growth and planning. Spring also brings our annual open enrollment for benefits and opportunities for service including Beautification Day. As we work together to make SLCC a great place to learn and work, we're always open to feedback and constructive criticism. Feel free to email us at HR@slcc.edu. We want People and Workplace Culture to work for you!

PWC has an active Advisory Committee. This group provides valuable feedback and helps shape programs and offerings. This year's PWC Advisory members are: Brandi Mair, Gina Alfred, Kristen Taylor, Adam Dastrup, Javon Southwell, Hilda Sandi, David Schafner, Suzanne George, MJ Thompson, Lei Pakalani, Kino Hurtado, Ryan Thoroman, Alisa Garcia, and Scott Brown. Please feel free to reach out to any of these members or reach out directly to myself or Dr. Enyard.

One of the things that I love most about being part of SLCC is our sense of community. Yes, it's one of our values, but I have the opportunity to see this lived out every day and it's nothing short of inspiring. Today, I am reaching out and calling all of us to be in community and be there for many of our colleagues who are experiencing a significant amount of stress and emotion as we begin this legislative session. With the kick-off of the legislative session, I am asking that we're mindful of our conversations and have awareness of how potential bills may impact our colleagues around us; I am asking that we check-in on one another - we offer a listening ear or words of encouragement and we're present for our colleagues; I am asking that together we think about how our values unite us and how we live those out in our service to our students, community and each other. As a community, we have a responsibility to be there for one another. So, let's all take a moment today to do a check-in with our colleagues - take a moment to be present and be in community. Thank you for your commitment to SLCC, our students, community and to each other. 2024 is going to be a great year!

On behalf of People and Workplace Culture, Happy New Year and know that our commitment is to put our people first in all we do.

Chris Martin
Vice President of Finance and
Administration/CFO



EMPLOYMENT & COMPENSATION

COMPENSATION STUDY IMPLEMENTATION UPDATE

There is currently a moratorium on all upgrades and changes to positions to enable us to implement the changes in pay and structure related to the compensation study.

All employees (Staff, Faculty, full-time and part-time) will receive a notification letter via email by the end of March indicating their position was reviewed and whether or not their pay is currently at market. If their pay is at or above market, they will not receive an increase in March. If their pay is below market, they will receive an increase by the end of March to increase their pay to market. Please note: the compensation study does not address compression but rather will bring all employees up to market pay.

REQUIRED TRAINING

It is that time of year again. Please ensure you have completed your required training by **March 31, 2024**.

Any increases you may be eligible for in the new fiscal year (starting on July 1, 2024) will be dependent on you having completed your required training.

NEOED SOFTWARE

PWC is in the process of implementing an new software system that will replace PARS. It will give us enhanced Talent Acquisition, Talent Management, and Training capabilities in addition to an Applicant Tracking System, Onboarding Hub, Performance Management, and Learning Management System. The system should make some of our processes for hiring and supervising more streamlined and user friendly. **More news and updates to come on this in the future.**

NEW ETRIEVE FORMS!

One Time Payment Form- This form is used for Full Time employees at the exemption classification. The PDF form is no longer excepted.

<https://etcentral.slcc.edu/#/form/5092>

Employee Check Out Form- This form is required to be filled out by full time and part time employees if they are vacating their position or exiting the college. It may be filled out on their behalf by their supervisor as a last resort. The PDF form is no longer excepted.

<https://etcentral.slcc.edu/#/form/5099>



HELPFUL TIPS:

Schedule your 1:1s today!

If you are a people leader at SLCC, you should be regularly meeting with your team. 1:1 meetings should not only happen during GPS (Growth, Planning, and Support).

Onboarding

If you are anticipating new hires within your department submit hiring forms as soon as possible to accommodate processing times. **Every employee needs to complete an I9 verification before or on their first day of work!**



IMPORTANT NOTE!

The IBP Portal will open on January 12th and close on March 15th.

ONBOARDING

Starting January 2024, Bruin Beginnings: New Staff Orientation is moving to a bi-monthly schedule. If you have new staff members or anticipate hiring PT or FT in your department, please make sure they attend Bruin Beginnings within their first 30 days of employment. If you have any questions or want to collaborate further on creating a successful onboarding experience for your new employee, please reach out to Mia Moore, PWC's new Onboarding and Employee Experience Coordinator.

Bruin Beginnings Webpage:

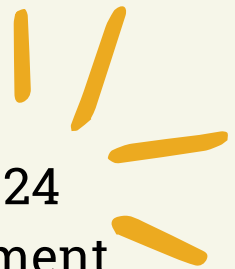
<https://i.slcc.edu/staff-development/bruin-beginnings.aspx>



Mia Moore
(801)957-4313
mmoore130@slcc.edu
RRC-AAB-201AB



Look out for the 2024
Employee Engagement
calendar in SLCC Today!



TALENT ACQUISITION

PWC recently welcomed Leta Miera as the new Manager, Talent Acquisition. On January 11, 2023, Leta represented SLCC at our virtual job fair. She focused on priority positions identified by Heather Jordan, Director, Employment & Compensation and James Broadbent, Director Faculty Services.

We are excited to announce that SLCC Jobs & Careers is now on Facebook.

Access the page here: **<https://www.facebook.com/people/SLCC-Jobs-Careers/61555605384879/>**

If you have Facebook, please log in and give our page a like! Stay tuned for regular updates on new job listings. You'll be notified so you can like and share with your networks.

Leta will be partnering with DWS and we are dedicated to optimizing our partnership and brainstorming ways to attract incredible talent for all our campuses. Stay tuned for more updates on this front.

<https://jobs.slcc.edu>



Leta Miera
(801) 957-3738
lmiera@slcc.edu
RRC-AAB-201D

STAFF DEVELOPMENT

TRAINING

Lunch and Learns are on Zoom on the first Thursday of every month from 12:00 pm to 1:00 pm.

The next Defeating Unconscious Bias training will be held on Jan 30th; employees can register on the Employee Training Portal under code CJ08.

<https://i.slcc.edu/development-catalog/Trainings/edi-pages/lunch-and-learns.aspx>

Jed Patrick is the new Manager, Staff Development. Jed manages SLCC's Required Training Program and provides instructional technology & training support to Staff Development.



Jed Patrick
ppatric1@slcc.edu
(801) 957-3434
RRC-TB-255DDL

<https://www.slcc.edu/requiredtraining/index.aspx>

Required Training Due Dates based on hire date:

January 1 - Mar 31: due on the 31st of March

April 1 - June 30: due on the 30th of June

July 1 - September 30: due on the 30th of September

October 1 - December 31: Due on the 31st of December

Renew YEARLY:

- Data Security and Privacy
- Workplace Bullying: Awareness and Prevention

Renew EVERY TWO YEARS:

- Accommodating People with Disabilities
- Preventing Harassment and Discrimination: Non-Supervisors (Utah)
- FERPA: Family Educational Rights and Privacy Act
- Hazard Communication

UNIVERSAL ACCESS

Universal Access Initiatives at the College help us all to understand how students and others with disabilities learn and access information. Workshops and training programs for can be found on a regular basis for all faculty and staff.

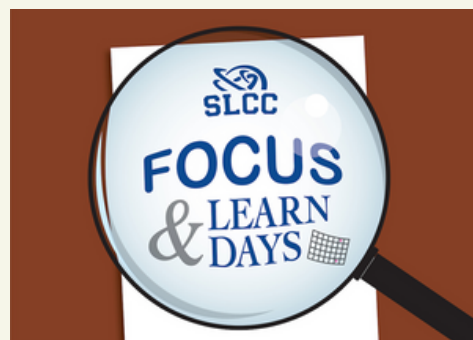
<https://i.slcc.edu/staff-development/resources/universal-access.aspx>

<https://slcc.edu/accessibility/>

James Farquharson
james.farquharson@slcc.edu
(801) 957-4763
RRC-TB-225D



MARK YOUR CALENDARS!



Focus and Learn Days are a research-backed way to reduce stress and anxiety around your workload, boost your sense of wellbeing, and help you carve out time for intentional professional development. They're your monthly chance to slow down and get intentional about your needs as an employee, and as a person. How you spend your day is up to you. You may opt to focus in on your workload or attend trainings which you'll find linked below.

Register in the MySLCC Employee Training Portal.

Search under "Information Technology" for the IT Workshops and search under "Staff Development" for all other workshops.

- January 19
- February 16
- March 15
- April 19
- May 17
- June 21

If you need ADA accommodations, please contact Meredith John at meredith.john@slcc.edu. Questions? Contact Anjali Pai (anjali.pai@slcc.edu).

BENEFITS

LEGALEASE BENEFITS

We will not be renewing our contract with LegalEASE (legal coverage) benefits, and these benefits will not be offered after the end of this fiscal year.

Employees currently covered under LegalEASE benefits will be allowed to keep their coverage until the end of the fiscal year 06/30/2024.

We will not be offering LegalEASE benefits to any 02/01/2023 New Hires and onward.

UPCOMING BENEFITS FAIRS IN APRIL 2024 – SAVE THE DATE!

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.

TIAA ONSITE CONSULTATIONS

Taylorsville Redwood Campus
Employees may discuss questions they have regarding their 401(a), 403(b) and 457(b) retirement accounts.

Wednesday, January 24th 8:00am- 4:30pm
Redwood Campus, AAB-201, HR Conference Room- Financial Consultant, Nathan Garner

Thursday, February 8th 8:00am - 4:30pm
Redwood Campus, AAB-201, HR Conference Room-Financial Consultant, Nathan Garner

Thursday, February 29th 8:00am- 4:30pm
Redwood, AAB-201, HR Conference Room- Financial Consultant, Nathan Garner

To **sign-up** to speak with a TIAA representative for a 45-minute Consultation navigate to the link below. **www.tiaa.org/schedulenow**

CRITICAL ILLNESS, HOSPITAL INDEMNITY OR ACCIDENT (HARTFORD) BENEFITS

To learn more about our Hartford benefits or how to file a claim, you may visit our benefits website:

<https://i.slcc.edu/culture/benefits/index.aspx>

You may confirm if you are currently enrolled in our Critical Illness, Hospital Indemnity or Accident benefits by viewing your Benefit Summary in the benefits portal by logging into your MySLCC account.

HR FACULTY SERVICES

We have two new employees for Faculty Services. Please Welcome Marti Black (HR Faculty Coordinator) and Jacob Valero (HR PT Coordinator) to our team.

Jacob is our lead for Adjunct Faculty hires and postings. Marti is our lead for Full-time Faculty workload and compensation, and faculty searches.



Marti Black
(801)957-3597
mbiac124@slcc.edu
RRC-AAB-201G



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

Changes to be aware of for HR Faculty Services:
The Faculty Handbook for Compensation and Workload is now located on the Provost webpage:
<https://faculty.slcc.edu/provost/handbook/index.aspx>.

Advertising for Faculty positions now include up to 10 sites and one professional organization of the department's choosing without additional costs.

- AcademicCareers.com
- HBCU Connect.com
- WomenAndHigherEd.com
- AsiainsinHigherEd.com
- VeteransinhigherEd.com
- HispanicsinhigherEd.com
- Department Workforce Services
- HigherEdJobs.com
- SLCC Jobsite
- LinkedIn

EO/TITLE IX

The EO/Title IX team is happy to announce that we will be partnering with Employee Relations and participating in the Popcorn Friday Open Hours (see the Employee Relations section for more details). The EO/Title IX Office is available for consultations, and Q&A. We continue to investigate allegations of discrimination and harassment.

We welcomed Joseph Rivera De La Vega to our office on January 1, 2024 as a new Investigator.

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



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

Melinda Mostyn
(801)957-3850
melinda.mostyn@slcc.edu
RRC-TB-222B



LEGAL

The Legal team has welcomed Anastasia Morgan to the team as the new Associate General Counsel.



Anastasia Morgan
(801)957-4992
amorganm@slcc.edu
RRC-AAB-101Q

EMPLOYEE RELATIONS

There have been many changes to the Employee Relations team in the past year. We welcomed two new employee relations coordinators, Aubrey White and Megan De Los Santos. We have also recently welcomed two new employee relations managers, Irina Shashkova and Percrecia Eubanks.



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

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



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

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



RELAUNCHING EMPLOYEE RESOURCE GROUPS

ERGs are employee groups that are formally recognized by the College. These groups foster an environment of inclusion, encourage information sharing, recognize achievements, and foster a sense of community among colleagues. ERGs must have an official name, a charter outlining a mission statement and clearly defined.

goals and objectives, a recruitment plan, planned activities that are aligned with the goals, willingness to operate in a supportive and respectful manner to others, other groups. Any employees who wish to attend or establish a resource group can reach out to Dr. Lei Pakalani or Employee Relations. Membership is voluntary and open to all SLCC employees. Participation must not conflict with work responsibilities and employees must receive supervisory approval to participate during work hours

POPCORN FRIDAY OPEN HOURS

Please stop by AAB201, grab a bag of popcorn, visit with our team on Aloha Friday!



NEW AND IMPROVED IN 2024

POPCORN FRIDAYS

FIRST FRIDAY OF EVERY MONTH FROM
10:00AM TO 2:00PM IN AAB 201

PWC will host open hours every Popcorn Friday to answer any questions you may have.

- Want to know what forms to use for a new hire or exiting employee?
- Need more training on Delegation, Workplace Communication, or other topics?
- Don't understand an HR process?
- Need help understanding policies?
- Got questions about your benefits?

We are here to serve! If you need more time or 1:1 support we can accommodate. Popcorn is free. Stop by to enjoy, meet or visit!



SLCC
People & Workplace Culture

SUPERVISOR GUIDANCE

MEETINGS

Supervisor Guidance and Support meetings will be from 10am to 11am 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>

PWC FOOD DRIVE

WINNERS

Congratulations to Payroll, Institutional Marketing, and People and Workplace Culture staff for winning the food drive raffle. Thank you for donating and helping stock up the Utah Food Bank. Employee Relations will deliver prizes.

DEPARTMENT SPOTLIGHT

SLCC's Facilities department partnered with People and Workplace Culture on training, leadership skills, employment, and recruiting needs in the past year. We are grateful for Facilities senior leadership for their collaboration and encourage other leaders to reach out with any questions or needs.



Facilities leadership staff pictured at Facilities Fun Day 2023.

Our values of Inclusivity, Collaboration and Community will continue to guide us through the Utah State Legislative decisions and changes. The Executive Cabinet is committed to support students and our employees by helping all of them engage with and find supportive communities.

https://www.slcc.edu/government-relations/government/legislature_2024.aspx

PWC 'ASK ME ANYTHING' FORUM

People and Workplace Culture will be sponsoring an 'AMA' session on Friday, January 26th from 10 am- 11 am. **Join us in person only at the Taylorsville Campus Student Center in the Oak Room.** PWC employees representing the Benefits, Onboarding, Talent Acquisition, Employment & Compensation, Faculty Services, Employee Relations, Equal Opportunity/Title IX, Staff Development, and Legal teams will be there to answer questions. This session is open to all staff and faculty.

You are invited to

PWC's Ask Me Anything Forum



Friday January 26th at 10:00 am in Oak Room

COME VISIT WITH:

- BENEFITS
- STAFF DEVELOPMENT
- EQUAL OPPORTUNITY
- FACULTY SUPPORT
- EMPLOYEE RELATIONS
- ONBOARDING
- TALENT ACQUISITION
- EMPLOYMENT
- COMPENSATION TEAMS
- LEGAL

OPEN TO ALL STAFF AND FACULTY

WELCOME TO SALT LAKE COMMUNITY COLLEGE AND PEOPLE AND WORKPLACE CULTURE!

In the last year, PWC has welcomed many valuable team members. Whether they are new to SLCC or have taken on another role within PWC, please welcome them to the team!

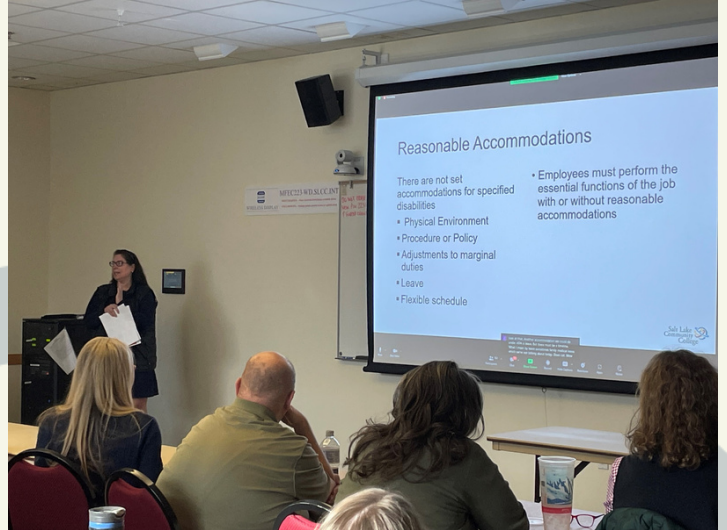


Elsa Meyners- February 2023
Devin Robinson- February 2023
Aubrey White- May 2023
Megan De Los Santos- May 2023
Janet Metcalf- June 2023
Dr. Leialoha Pakalani- July 2023
Claudio Martinez- October 2023 (New Role)
Megan Wong- October 2023
Ethan Hoggan- October 2023
Percrecia Eubanks- October 2023
Irina Shaskova- October 2023 (New Role)
Jacob Valero- October 2023 (New Role)
Cindy Cole- November 2023
Marti Black- November 2023
Jed Patrick- November 2023
Beth Gardner- November 2023
Mia Moore- November 2023
Lieta Miera- December 2023
Joseph Rivera De La Vega- January 2024

2023 PWC HIGHLIGHTS



Employee Appreciation Day 2023! PWC staff made it to all of SLCC's campuses on September 27th to distribute a token of appreciation for our staff members.



In 2023, PWC hosted Supervisor Guidance and Support meetings once a month covering topics including ADA, Title IX/EO, GPS (Growth, Planning, and Support), SLCC Policy and Employee Relations among others. Please join us in person or online in 2024!

"We're the people, people, and we keep people at the center of all we do."
-Chris Martin, VP Finance and Administration

2023 PWC HIGHLIGHTS



Caroling at the President's holiday party led by Jessica Doyle, Coordinator 2, Benefits.



The Employee Relations team organized Popcorn Friday 5 times in 2023. Academic advising staff pictured enjoying popcorn and conversation at the South City Campus.



Thank you to all that donated to the food drive in December. PWC was thrilled to collaborate with the Utah Food Bank and we are looking forward to next year! Congratulations to our department winners- Payroll, Institutional Marketing, and PWC



The Employee Relations team attended the Herriman Campus opening on August 4th, 2023, where they networked with employees in effort to increase PWC visibility and support across SLCC's many campuses.



PWC hosted the Employee Extravaganza on August 21st, 2023. The Benefits, Wellness, and Staff Development teams along with many other PWC and College staff were available to provide information to employees.

2023 PWC HALLOWEEN COSTUME CONTEST

Thank you to all who participated in the PWC Halloween Costume Contest! The winners are pictured on the right.

1st place: A Dark Angel - Jason Shearer

(Adjunct Instructor)

2nd Place: The Cast of Bob the Builder -

(From Left to Right) Kamsi Nnah, Dalton Davis, Caleb Prusso, Cameron Houston, Michael Tshibangu, Kaylee Milliner (SLCC Facilities and Moving Crew)

3rd place: The Body - Angie Glauser

(Exercise Science)



A MESSAGE FROM OUR SENIOR DIRECTOR

One Last Thank You....

I wanted to take a minute to express my thanks and appreciation to each of you. The last six months have been filled to the brim with change, more change, and change that has been hard. Thank you for your patience as PWC has gone through its own metamorphosis in response to the audit, continuous feedback on where we have needed to update people processes, functionalities, outreach and communications. We are grateful for your continued feedback and support to make us better. In retrospect, three things are clear - first, we have so much more to learn as a PWC team about service, impact and care. Thank you for teaching us how to effectively support you with your HR needs. We are still a work in progress and appreciate the grace given as we encourage compliance, efficiency and effectiveness. Second, our goal with training and development, employment and compensation, benefits support, supervisor guidance, employee engagement and relations, recruiting, onboarding, wellness and faculty support is to ensure that you feel confident in your work and roles, and that you feel supported as you navigate all of the elements in the employee experience. I invite you to keep sharing feedback as we learn this together. Finally, I want to add a note about how proud I am to be surrounded by so many who are invested in the work, who are committed to SLCC's success and who show up and serve every single day. Thank you for the way you lead, learn and care for each other. I've had over 30 years that run the gamut of all the kinds of employers to work for and THIS experience is different. The people are different. The respect and care is different. The whys are different. The growth is different. I love being a part of a culture that is special because it is different. I am so proud to be a part of the SLCC ohana. Thank you for your part in this. Thank you for making this an amazing place to work! Thank you for how and what you do that makes us move, change and do better!

With great respect and appreciation,

Dr. Lei Pakalani, Senior Director of People and Workplace Culture