Salt Lake Community College

A MESSAGE FROM VICE PRESIDENT CHRIS MARTIN

PWC POS

Going All In!

October 2024

If there's one thing I love about fall in Utah it is the absolute, over the top, let's go all in on Halloween - that is truly like no place else. It's fun to drive around and see people's creativity or complete lack of self-control in putting out decorations. This week a colleague sent me a picture of one of the houses in their neighborhood they knew I would appreciate - talk about going all in - it's Ghostbusters!

As I am admiring the incredible commitment of my neighbors to go all in on creating memorable Halloween memories for the neighborhood kids, it has me thinking, **what am I going all in on?**

I was all in on the Astros making it to the World Series, until we met a very quick end to our post season. I was all in on Texas Tech Football, until we lost to Baylor and then TCU. I know some of my U of U friends can appreciate where I am at on this one.

In all seriousness, this fall I want to go all in on gratitude. Not the go all-in until your team starts to implode - the all in that says I am going to spend every weekend for a month putting up twelve, 20 foot tall skeletons in my yard or re-create entire scenes from Stranger Things complete with a laser light show.



Photo Credit: Darren Marshall

"FEELING GRATITUDE AND NOT EXPRESSING IT IS LIKE WRAPPING A PRESENT AND NOT GIVING IT." WILLIAM ARTHUR WARD

With everything taking place around us it's easy to overlook the incredible things that surround us every day. As we enter November, I am going to go all in on gratitude and I hope that you will join me in a gratitude challenge:

1) Sending at least one email or note to another SLCC colleague sharing gratitude every day.

2) Focusing every day on smiling, listening, and expressing kindness in every interaction.

-Chris

Chris Martin Vice President for Finance and Administration (801)957-4250 chris.martin@slcc.edu RRC-AAB 301E-B



A MESSAGE FROM ASSOCIATE VICE PRESIDENT DR. LEI PAKALANI

HAPPY HALLOWEEN FROM THE PWC PUMPKIN PATCH!

It is a **"boo"-tiful"** time to be at SLCC. We got to kick off another exciting Fall semester, participate in a successful accreditation visit, close out another GPS cycle and see which departments are decked out for the day of the dead. It feels like we got more of the **"good candy"** this quarter.

Please allow me to share some of the "trick-or-treats" from this season.

There is nothing more **"frightening"** than clocking in and not knowing where you stand or wondering if what you are doing is good enough. I want to thank you for leading out and leaning into meaningful conversations.

Thomas S. Monson said, "When performance is measured, performance improves. When performance is measured and reported, the rate of improvement accelerates" (Thomas S. Monson). What a treat it has been to see increased participation in training, a decrease in complaints and concerns and to hear about the recognition, support, and evaluation ahas from both employees and supervisors!

I confess that preparing for the mid-cycle accreditation visit was a wee bit "scary" until the Office of Strategic Analysis and Accreditation shared their research and report. Thank you to Suzzanne George and Dr. Jessie Winitzky-Stephens for showcasing the college's progress and efforts to improve to date. I appreciate Dr. Jason Pickavance, Brett Terpstra, Heather Jordan and Chris Martin for speaking magnificently about the work and efforts to meet the current recommendations. The things that **"haunt"** me daily include trying to keep up with the tidal wave of changes that impact our priorities, projects, and people in big and small ways across the college. Thank you for navigating through system glitches that are **"blood curdling"** and addressing the **"fear"** of new things. Thank you for hunkering down in the hard things that seem **"ghoulish"**. Often, I feel tricked because I cannot possibly be lucky enough to work in a job that I love with amazing people who are in it to win it for the vision, mission and work. Thank you for your continued support and for making this such a **"spooktacular"** place to work.

Time has flown by so fast. It is a little **"eerie"** that we are almost to the end of the year. Looking back, a lot of what we have done, feels like a boiling **"cauldron of chaos"**. Nothing provides as much calm knowing we have a strong, strategic, and wise **"wizard"** at the helm. President Peterson is an exemplary people leader who is focused on what is core. Watch and follow how and why he does what he has been charged with. It is incredibly inspiring! As we continue to engage in the vision matrix work with him and provide feedback on how can connect and thrive in the local and townhall meetings, forums, and AMAs, we will together move the needle for people and culture at SLCC. And yes, we are absolutely on the cusp of bigger, bolder, and braver things to come.

Thank you for all you do in your corners of the Bruin patch! I'm so grateful for the privilege to serve you at SLCC!

Lei

Dr. Lei Pakalani AVP, People and Workplace Culture (801)957-4354 Ipakalan@slcc.edu RRC-AAB-201N



NOTARY PUBLIC AVAILABLE

My name is Claudio Demartin, and I am the Administrative Assistant to Dr. Pakalani on the People and Workplace Culture team. I am pleased to announce that I have recently become a certified Public Notary. I am fluent in both English and Spanish and am available to assist with your notarization needs.

Here are some examples of documents I can notarize: Affidavits and Sworn Statements, Acknowledgments, Jurats, Loan Documents, Power of Attorney, Wills and Trusts, Deeds and Titles, Contracts, Permission Slips, and Corporate Documents.

Feel free to stop by or contact me if you have any notarization needs.

Claudio Demartin Administrative Assistant II (801)957-4374 cdemart1@slcc.edu RRC-AAB-201L



2024 PWC POLICY UPDATES

There have been 12 PWC policies approved during calendar year 2024.

Policies list: PWC - Background Checks PWC - Bereavement Leave PWC - Conflict of Interest PWC - Drug & Alcohol Free Workplace PWC - Early Retirement PWC - Educational Reimbursement PWC - Educational Reimbursement PWC - Employee ADA PWC - Employee Benefits PWC - Employment of Relatives PWC - Leave without Pay PWC - Staff Dev. Leave PWC - Tuition Benefits

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 <u>here</u>.**



JOIN US FOR POPCORN WEDNESDAY!

Popcorn Friday is now Popcorn Wednesday! Stop by the Professional Development Center, TB225 after Supervisor Guidance Meetings every first Wednesday of the month for a chance to connect with People and Workplace Culture staff. Get your questions answered and provide feedback to PWC Employment and Compensation, teams: Onboarding, Benefits and Wellness. Employee Relations. Title IX/Equal Opportunity, Faculty Services, and Staff Development.

STAFF DEVELOPMENT

STUDENT SUCCESS SYMPOSIUM



Student Success Symposium was held 10/10/2024 in partnership with Staff Development, Academic and Student Affairs.

We have focused goals around student achievement and success, and we believe that increasing the competencies and skills of our faculty and staff-and retaining those hired-are essential steps in this success.

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 or call (801) 957-3434 for more information about required training.



https://www.slcc.edu/requiredtrain ing/index.aspx

INSTRUCTIONAL DESIGN

We're excited to share that our team has partnered with the Instructional Design team in eLearning to enhance our Budget training offerings.

By combing our expertise, we aim to create more comprehensive budget tracks and training modules that better serve the needs of staff. This collaboration will elevate our learning resources, providing clearer pathways and practical tools to help staff excel in budgeting and financial management.

STAFF DEVELOPMENT TEAMS CHANNEL

Unlock New Opportunities with Our Teams Channel!

At Staff Development, we are excited to introduce our new Teams channel for post-training engagement. Connect with fellow staff, access course resources, and expand your professional network. Join us on Teams today to enhance your learning and networking opportunities! Click below to join!

<u>Staff Development</u> <u>Trainings | General |</u> <u>Microsoft Teams</u>

EMPLOYMENT

COMPENSATION STUDY IMPLEMENTATION PROGRESS

We are still updating data in systems and tools and will communicate when everything is finalized. However, we were able to implement the new pay structure in July with the new FY25 fiscal year. Additionally, employees below market were provided with one-time-payments (OTPs) in the amount of the difference between their salary and market salary for FY24.

- All staff and faculty salaries that were below market have been bumped up to market.
 - 30% of all full-time Staff were increased to market
 - 97% of all full-time Faculty received increases
 - 55% of all full-time Faculty were increased to market
 - 42% of all full-time Faculty received increases when placed into the new step structure

Visit the SLCC <u>Compensation page</u> at <u>https://i.slcc.edu/culture/hr/compensation.as</u> <u>px</u> to find more information on:

- Staff Salary Schedule
- Informed Budget Process (IBP) FAQ's
- Tips for Writing Job Descriptions
- Job evaluation process
- PARS login

Visit the SLCC <u>Talent Management page</u> at <u>https://i.slcc.edu/culture/toolkits/talent-</u> management.aspx to view Job Classification

Standards which are helpful when structuring job descriptions.

I-9 REMINDER!

Friendly reminder, your new employee must complete the I-9 form before the first day of work.

REFER YOUR NETWORK!

Visit the jobs portal at <u>https://jobs.slcc.edu</u> to view open positions. If you know someone in your network that would be a great culture fit, refer them to become a part of the SLCC staff and faculty community.

BACKGROUND CHECKS

ALL new hire/rehire employees are required to have a background check. <u>Click here to view the policy.</u>

All volunteers or partnerships who work with minors(under the age of 21) are required to have a background check.

Please contact your employment coordinator below for questions!

Patty Turville- Academic Affairs & Gov't Community Relations

Devin Robinson- Finance & Administration & Presidents Office

Elsa Meyers- Student Affairs, Institutional Advancement & Institutional Effectiveness

SAFE HIRE TRAINING

Safe Hire Training for Staff is Open now! Virtual Session on Wednesday, November 20, 2024, at 9:00 am - 10 :00 am Sign up through the registration portal!

ONBOARDING

CALLING ALL NEW STAFF! You are invited to attend the in-person Bruin Beginnings: New Staff Orientation! This session is held **twice per month** from 9 to 10 a.m. at Taylorsville Redwood Campus, TB225D-A. Please see a list of upcoming session dates below:

2024 Dates

- Friday, November 1st
- Monday, November 18th
- Monday, December 2nd
- Monday, December 16th

EMPLOYEE RELATIONS

You can view the Employee Relations FY24 Annual Report <u>here</u>.

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.

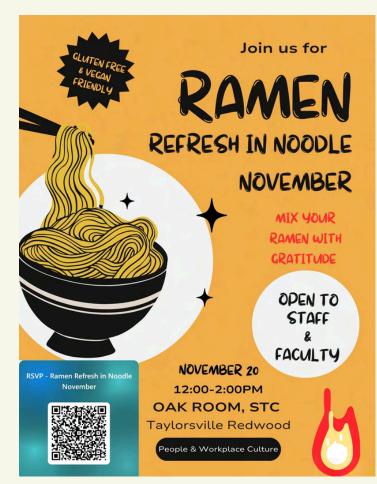
If you work at SLCC and would like department training related to Employee Relations or People and Workplace Culture policies let us know!

JOIN US FOR NOODLE NOVEMBER - RAMEN REFRESH!

As we enter the season of gratitude, there's no better time to come together, reflect, and enjoy some comfort food! Join us this November for our Ramen Refresh event, a chance to connect with colleagues over warm bowls of delicious ramen and celebrate the power of gratitude.

During the event, we'll have a Gratitude Wall where you can share notes of appreciation to colleagues who've made a difference in your work and life this year. Let's make sure everyone leaves with full hearts and bellies.

Staff and Faculty welcome! **RSVP today and get ready for a cozy, feel-good afternoon!** We look forward to seeing you there and sharing a moment of gratitude together.



TITLE IX/EO

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 Cindy Cole.

You can view the FY24 Title IX and Equal Opportunity Annual Report <u>here</u>.

Questions? Contact the Team:



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



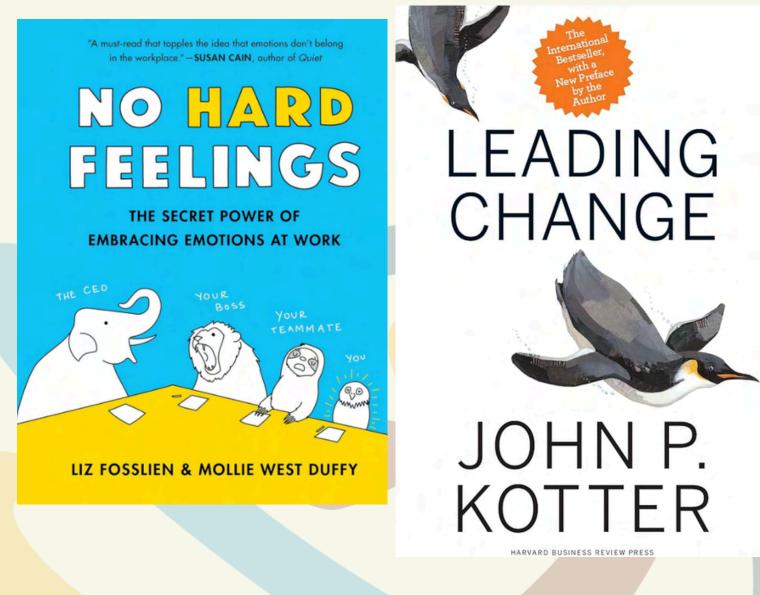
PEOPLE AND WORKPLACE CULTURE BOOKS OF THE QUARTER

People and Workplace Culture aims to be the thought leader, culture builder, and dot connector within our College community. Whether you're a seasoned leader, a new manager, or just starting your career, it's essential to explore new ideas and perspectives to continuously grow. Whether you love a paperback or prefer an audiobook on your commute home, these selections will be sure to inspire reflection and positive change in your work life.

This quarter, we recommend two insightful books that can help us navigate through challenging times:

No Hard Feelings: The Secret Power of Embracing Emotions at Work by Liz Fosslien & Mollie West Duffy and **Leading Change** by John P. Kotter.

Have a book recommendation for next quarter? Share it with Megan De Los Santos at mwathern@slcc.edu.



DEPARTMENT SPOTLIGHT- LIBRARY SERVICES

Erica Gudiño is the new Outreach Librarian at Salt Lake Community College, joining the Library Services team in February 2024. Originally from Virginia, she has worked in academic libraries for five years and recently graduated with her Master's in Library and Information Science from Old Dominion University. Since starting at SLCC, Erica has worked tirelessly to build the Library's Outreach Program from the ground up, with a special focus on marketing library resources and building connections with other SLCC departments. She is driven by her philosophy that libraries are more than just books, but spaces for community, connection, and access to information and resources that are essential for users' success.

One of Erica and her team's biggest projects thus far was being awarded a \$21,992 LSTA Grant from the Utah State Library to fund the 2024-2025 Hotspot Lending Program, which offers free mobile hotspots for check out to students on a needsbased model. This was in collaboration with TRIO and the Thayne Center's Basic Needs Program to provide reliable wi-fi to students who lack the necessary internet access needed to complete their classwork. She has also worked to curate an art exhibit at the Markosian Library on the Redwood Campus, intended to highlight the incredible, creative work of SLCC students, faculty, staff, and community members. Her main goal in this new role is to **"ensure that students feel represented, safe, and supported in our spaces. I want to give library users a voice in how the library serves their academic, professional, and personal needs".**

If you'd like to connect with Erica, reach out at egudino1@slcc.edu or call/text 801-957-4196.

Erica Gudiño Public Services and Outreach Librarian (801) 957-4196 egudino1@slcc.edu RRC-LIB-106D



BENEFITS





Questions on your retirement plan? Schedule a Financial Planning meeting.

Set up your review today to meet with your retirement specialist!

https://calendly.com/d/ckxm-5h2-8xm



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

What documents would be helpful for my review?

- Last two years of W-2's
- Asset Statements (IRA's, 401k's, savings accounts etc.)
- Social Security Statements <u>www.ssa.gov</u>
- Debt balances (house, cars, credit cards etc.)
- Income Goals for retirement (ie: Monthly expenses, health care, travel)



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Visit the Employee Wellness Space and Schedule a Chair Massage or Light Therapy!

Location: Taylorsville Campus, TB 225 B (Located inside the Professional Development Center) Hours: Monday - Friday 9:00AM - 4:00PM

Massage chair, Seasonal Affective Disorder (S.A.D.) lighting therapy, Wellness Library, Yoga Mats & Meditation Pillows, Relaxation Tools, Puzzles, and more.

Schedule a 30 minute session in our Massage Chair or Light Therapy on our <u>Bookings Page</u>





Air fryers are having a moment. And why not? They "fry" foods quickly, giving them a toasty exterior with minimal or no oil. The secret to this method is the fan that circulates hot air at a high speed.¹ It can reduce cooking time by 20%.²

Holiday meal season is when the side dishes shine. While some air fryers have a "bake" setting, it is probably not the place to cook a turkey, ham or roast. But it can be perfect for side dishes. Read on to discover delicious air fryer recipes for the holidays.



Makes 4 servings | Prep: 10 min | Cook: 25 min

Crispy brussels sprouts

These will become your favorite brussels sprouts in a snap.

Ingredients

- 1 lb brussels sprouts, trimmed and halved
- 1 Tbsp olive oil
- ¼ tsp salt
- 1⁄4 tsp ground pepper
- ½ tsp onion powder

Preparation

Toss brussels sprouts with olive oil, salt, pepper and onion powder. Arrange in a single layer in air fryer basket.

Cook at 350°F until sprouts are crisp, 20 to 25 minutes, shaking halfway through.

Nutrition information | Serving size: ¼ recipe



Calories: 80 | Total fat: 4 g | Saturated fat: 1 g | Sodium: 176 mg | Cholesterol: 0 mg Total carbs: 11 g | Fiber: 4 g | Sugars: 3 g | Protein: 4 g | Potassium: 445 mg



Makes 4 servings | Prep: 10 min | Cook: 25 min

Air fryer sweet potato fries

Replace your marshmallow-topped casserole with these crispy, caramelized wedges.

Ingredients

- 4 medium sweet potatoes (about 1 lb), cut lengthwise into wedges
- 1 Tbsp olive oil
- 1/2 tsp garlic powder
- 1/2 tsp smoked paprika
- ¼ tsp salt
- ¼ tsp black pepper

Preparation

Toss sweet potato wedges with oil and spices. Spread wedges in a single layer in the fry basket (you may need to do two batches).

Cook at 350°F for 20 to 25 minutes, until crispy, tossing halfway through.

Nutrition information | Serving size: ¼ recipe

POP

Calories: 165 | Total fat: 4 g | Saturated fat: 1 g | Sodium: 158 mg | Cholesterol: 0 mg Total carbs: 32 g | Fiber: 5 g | Sugars: 1 g | Protein: 2 g | Potassium: 930 mg



Makes 4 servings | Prep: 10 min | Cook: 10 min

Spicy green beans

These are a low-carb substitute for green bean casserole. Can't break with tradition? These crunchy beans make a great appetizer, snack or side dish.³

Ingredients

- 12 oz fresh green beans, trimmed
- 1 Tbsp olive oil
- 1 tsp Thai-style chili garlic paste
- 1 Tbsp whole-wheat panko breadcrumbs
- ¼ tsp salt

Preparation

Place the green beans in a medium bowl and toss with the olive oil, chili garlic paste, panko breadcrumbs and salt. Place the green beans in the air fryer basket. Set the temperature to 400° F and air fry for 4 minutes. Shake the air fryer basket. Air fry for an additional 5 to 7 minutes. Serve warm.

Nutrition information | Serving size: 1/2 cup



Calories: 60 | Total fat: 4 g | Saturated fat: 1 g | Sodium: 160 mg | Cholesterol: 0 mg Total carbs: 7 g | Fiber: 2 g | Sugars: 1 g | Protein: 2 g | Potassium: 115 mg

Ingredients



Nonstick cooking spray

4 slices whole wheat bread

1 ½ Tbsp butter substitute

Salt and pepper to taste

2 oz deli-style ham

4 large eggs

(toasted, crusts removed)

Makes 4 servings | Prep: 5 min | Cook: 13 min

Crispy egg cups

For a quick and easy breakfast on a holiday (or the day after), the air fryer crisps these cups up in minutes. Replace the ham with leftover veggies to make it vegetarian.⁴

Preparation

Preheat the air fryer, with the air fryer basket in place, to 375°F. Spray 4 (8-ounce) oven-proof custard cups or ramekins with nonstick cooking spray. Spread one side of the bread with the butter substitute. Place the bread, spread-side-down, into a ramekin and press gently to shape the bread into the cup. Repeat three more times. Slice the ham into strips about 1/2-inch wide. Place the strips in a single layer in the cups. Crack one egg into each cup. Sprinkle with salt and pepper. Place the filled, uncovered custard cups in the air fryer basket. Air fry for 10–13 minutes or until the eggs are softly set or done as desired.* Carefully remove each ramekin from the air fryer basket. Using a hot pad, hold each cup carefully and run a knife around its sides to transfer to a plate.

Nutrition information | Serving size: 1 egg cup



Calories: 150 | Total fat: 8 g | Saturated fat: 3 g | Sodium: 410 mg | Cholesterol: 195 mg Total carbs: 6 g | Fiber: 1 g | Sugars: 1 g | Protein: 12 g | Potassium: 135 mg

The Livongo for Diabetes Management Program makes living with diabetes easier by providing you with a connected meter, strips, and coaching, paid for by your plan sponsor —all at no cost to you. To Learn More or Join: join.livongo.com/SLCC/now Registration Code: SLCC

¹https://www.mayoclinichealthsystem.org/hometown-health/speaking-of-health/reasons-to-love-your-new-air-fryer ²https://www.airfryercalculator.com/ ²https://www.diabetesfoodhub.org/recipes/air-fryer-spicy-green-beans.html ⁴https://www.diabetesfoodhub.org/recipes/air-fryer-orisp-egg-cups.html

*Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

Las comunicaciones del programa Teladoc Health están disponibles en español. Al inscribirse, podrá configurar el idioma que prefiera para las comunicaciones provenientes del medidor y del programa. Para inscribirse en español, llame al 800-835-2362 o visite TeladocHealth.com/Hola

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SUMMER SLAM FUN!

The PWC Summer Slam on August 5, 2024 was an event to remember. Thank you to all who helped make this event happen and to our leadership team for being such good sports while we had fun with the dunk tank! Congrats to our Summer Slam Olympians and thank you all for your participation and enthusiasm.

















SUMMER SLAM FUN!



















PWC HALLOWEEN DEPARTMENT DECORATION AND COSTUME CONTEST

We are so excited for this year's Halloween Department and Costume Contest. Last year, you all brought the creative and spooky Halloween spirit! Please send in pictures of your department's frightful creations to hr@slcc.edu by October 31. Stop by AAB 201 on Halloween to be entered to win the costume contest. Group costumes encouraged!

We have received some fantastic department photos, see the next pages for the entries we have received so far!



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