

Welcome to Salt Lake Community College





Watch video: [This is SLCC](#)

Bruin Beginnings Orientation Overview



- Introduction
- About SLCC
- Mission, Vision, & Values
- Ways to Get Involved
- Building an Inclusive Community
- Onboarding
- Your Benefits
- Wellness Program
- Questions

- Welcome to Salt Lake Community College! People and Workplace Culture offers this New Employee Orientation that features resource links, videos, and institutional highlights to provide an introduction to SLCC and your employee benefits.
- Your supervisor will help guide you through your new employee experience by providing a new employee checklist, introducing you to your colleagues, touring your area, reviewing your role and responsibilities, and discussing your questions.
- We want your first days and weeks at the college to feel meaningful, purposeful, and to create a flourishing career at SLCC. Get ready to learn about campus resources, making the most of your benefits and how your role directly impacts the mission and vision of the college.

An aerial photograph of a university campus. In the foreground, a wide, light-colored paved walkway runs diagonally across a lush green lawn. Several people are walking along the path. To the left, there are large, mature trees. In the background, a large, multi-story brick building with many windows and a prominent circular section is visible. Beyond the campus, a range of blue mountains stretches across the horizon under a bright blue sky with scattered white clouds.

**75th Anniversary in
2023**

About SLCC

- We've come a long way since our founding as a small technical college in 1948. We now serve, over 45,000 students at over 12 sites throughout the Salt Lake Valley.
- By working at SLCC, you have made a decision (knowingly or not) to do meaningful work. You will be surrounded by people who care about their work and the mission of community colleges.
- Community colleges now educate about half of America's undergraduates and they are the object of both increasing hope and scrutiny. We have seen at a national level an emphasis on the role of the community college in higher education especially in terms of the rising cost of education.
- At SLCC, we are working hard to make the cost of College as low as possible or free in some cases. We have a program called SLCC promise: <https://www.slcc.edu/promise/>



QUICK FACTS



MORE THAN **41,000** STUDENTS TAKE CLASSES FOR COLLEGE CREDIT EACH YEAR

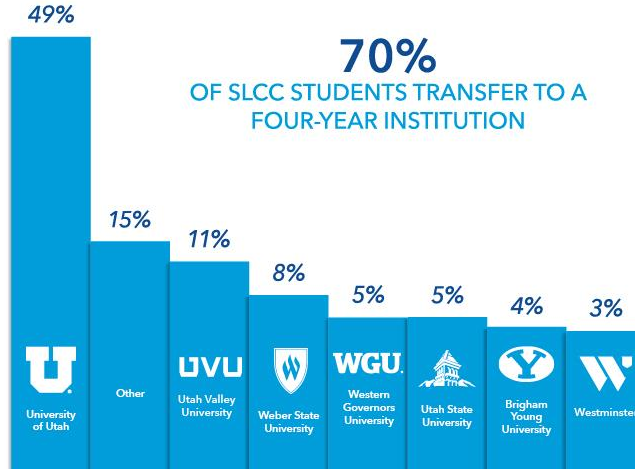
SLCC HAS THE **MOST DIVERSE** STUDENT BODY OF ANY HIGHER ED INSTITUTION IN THE STATE



54% OF STUDENTS ARE THE FIRST IN THEIR FAMILIES TO ATTEND COLLEGE



AVERAGE CLASS SIZE



8 AREAS OF STUDY
120 MAJORS



81% OF STUDENTS ARE EMPLOYED WHILE ATTENDING SLCC



40% OF STUDENTS ARE AWARDED FINANCIAL AID



NATIONALLY, SLCC IS A **TOP 10** PRODUCER OF ASSOCIATE DEGREES AWARDED

Quick Facts

- Most new employees tell us that they are surprised by the fact that **54% of our students are first generation students**, or that **81% of our students work while in school**, or that **our average class size is 20**.
- And of course **70% of our students do transfer to a four-year institution** and you can see the partners listed.
- We offer short-term certificate programs and longer degree programs in eight areas of study, offered online and in-person.
- We are a large comprehensive College and it takes time to learn all that we offer!

CAMPUS LOCATIONS

1. Westpointe Workforce Training & Education Center

2150 W Dauntless Avenue
Salt Lake City, UT 84116
801-957-2150

2. International Aviation Education Center

551 N 2200 West
Salt Lake City, UT 84116
801-957-2050

3. Library Square Center

231 E 400 South
Salt Lake City, UT 84111
801-957-2000

4. Community Writing Center

210 E 400 South
Salt Lake City, UT 84111
801-957-2192

5. South City Campus

1575 S State Street
Salt Lake City, UT 84115
801-957-3350

6. West Valley Center

3460 S 5600 West
West Valley City, UT 84128
801-957-2117

7. Meadowbrook Campus

250 W 3900 South
Salt Lake City, UT 84107
801-957-5821

8. SLCC Online

slcc.edu/online
801-957-4406

9. Taylorsville Redwood Campus

4600 S Redwood Road
Salt Lake City, UT 84123
801-957-4073

10. Jordan Campus

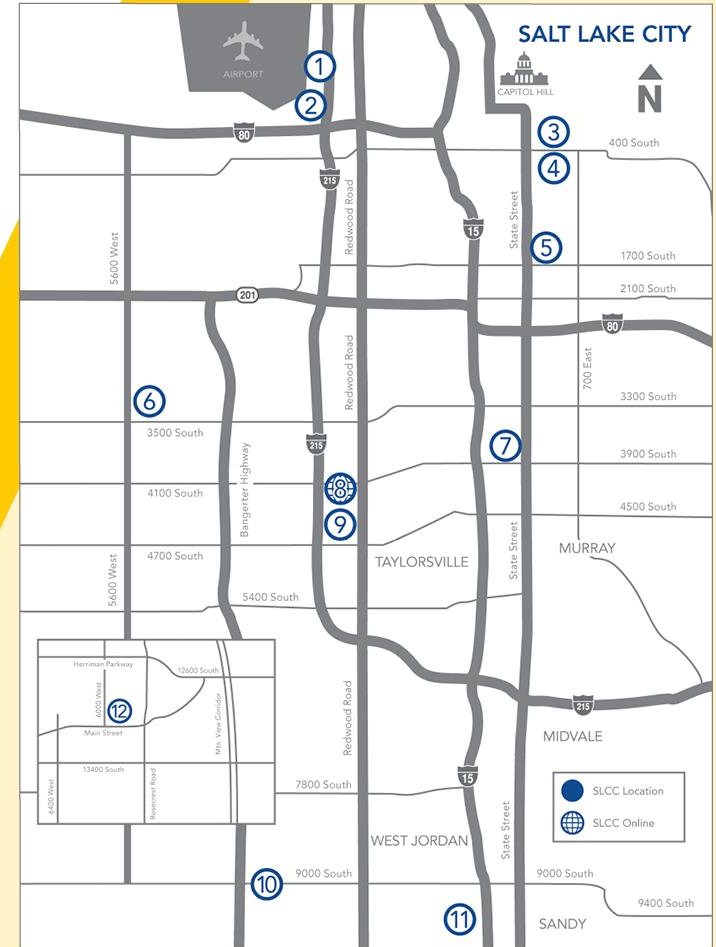
3491 W 9000 South
West Jordan, UT 84088
801-957-2600

11. Larry H. Miller Campus

9750 S 300 West
Sandy, UT 84070
801-957-5417

12. Herriman Annex

13011 S Pioneer Street
Herriman, UT 84096
801-957-5225



Professional Development Opportunities



Develop, improve, and gain new skills:

- Staff Development workshops
- Justice Equity, Diversity and Inclusion (JEDI) forums
- LinkedIn Learning virtual courses
- YWCA 21 Day Challenge
- Office of Information Technology trainings
- SLCC 360 college-wide strategic initiatives event
- Learning communities and book clubs

Professional Development Opportunities

- We hope you take the opportunity to engage in the professional and personal development resources available to you.
- We offer workshops, training, mentorship programs, lunch and learns, and book discussions both in-person and online. Topics include Communication, Leadership, Information Technology training, and JEDI (Justice, Equity, Diversity and Inclusion).
- Salt Lake Community College also partners with programs like LinkedIn Learning. This is a digital library of over 6,000 courses covering a wide range of topics. It is available to all Staff through this link: <https://lnkd.in/gE9RCNW>



The mission and vision are the guiding principals for our work.

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.

SLCC VISION

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

SLCC Values

Collaboration: We believe we're better when we work together.

Community: We partner with our community in the transformative, public good of educating students.

Inclusivity: We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.

Learning: We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.

Innovation: We value fresh thinking and encourage the energy of new ideas and initiatives.

Integrity: We do the right things for the right reasons.

Trust: We build trust by working together in good faith and goodwill to fulfill the College's mission.

Values

Do any of these values speak to you? As you engage in your work at SLCC, you will use these values to guide you. You will hear College leaders talk about our shared values and ask you to articulate what they mean to you as you work with students and each other.

Thinking about your own values and how they relate to SLCC's values can bring real meaning to your work and deepen your experience here at the College.

Get Involved

Join an Employee Resource Group:

- Staff Association
- Employees of Color Coalition (ECC)
- Utah Women in Higher Education Network (UWHEN)
- LGBTQ+ Committee
- Administrative Assistant Learning Community (AALC)

Volunteer to work with Student organizations as a mentor or advisor for sports teams, clubs and more!

Serve in the community through Community Engagement

- Approved Community Engagement Leave allows FT staff up to 24 hours of paid leave.
- SLCC Days of Service are for both FT and PT staff.



Get Involved

See websites: <https://i.slcc.edu/onboarding/get-involved.aspx> or <https://i.slcc.edu/development-catalog/employee-resources.aspx>

1. Staff Association: <https://i.slcc.edu/staff-association/>
2. Employees of Color Coalition (ECC): <https://www.slcc.edu/emec/index.aspx>. The ECC seeks to address issues and concerns unique to employees and students at SLCC including to promote inclusiveness of ethnic minorities at SLCC and to function as an informative organization in support of recruitment, career development and retention of our members
3. Utah Women in Higher Education Network <https://i.slcc.edu/uwhen/index.aspx> - Purpose is to create an environment of collective empowerment for all women working in higher education at Salt Lake Community College and partnering institutions.
4. The Purpose of the LGBTQ+ Committee <https://www.slcc.edu/lgbtq/index.aspx> is to be a catalyst in transforming college culture by raising awareness, providing education, and advocating for LGBTQ+ populations while encouraging each member of the college community to embrace diversity and create an inclusive environment for all.
5. Administrative Assistant Learning Community (AALC) - The AALC is a professional development opportunity for all administrative assistants and Secretary III's to strengthen their knowledge, skills and abilities. The AALC will be held monthly with timely topics for administrative assistants at all levels of the profession, including those located within academic units.
6. Community Engagement: <https://i.slcc.edu/community-engagement/index.aspx>



Inclusivity

We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.

Inclusivity

- SLCC is the most diverse student body than any other higher ed institution in the state. And one of our main values is Inclusivity- we are seeking to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.
- We work in highly collaborative environments often in teams, so the value of inclusion is critical. You'll find that teams are made up of a diverse mix of people from many different backgrounds, as well as educational and professional experiences. This diversity not only makes our work enjoyable but also enables us to bring a broad range of perspectives to achieving our student's success. Everyone, from a student to an employee to a more tenured faculty member, has a voice and an obligation to use it.
- We are striving to create an internal community that aligns with our values where all of us can bring our whole selves to work. When we feel safe, and included in our work environment, we can share our stories. Stories humanize us and allow us to feel included. However, if you do not feel like your story can be shared or you have a serious concern, discuss it with your supervisor, or with our Employee Relations Team, or Equal Opportunity Office.

EEO Office

"Salt Lake Community College is committed to the advancement of knowledge, freedom of thought and inquiry, and the personal, social, and intellectual development of its students, faculty, and staff. An atmosphere of mutual respect among members of our academic community is necessary for us to function as a center of academic freedom and intellectual advancement. As such it is the policy of the college to provide all personnel with a work environment free from any type of unlawful employment discrimination."

Contact Info

- Contact eeo@slcc.edu david.jensen@slcc.edu or call 801-957- 4561
- Forms: <http://www.slcc.edu/eeo/forms.aspx>
- Resources: <http://www.slcc.edu/eeo/resources.aspx>
- FAQ: <http://www.slcc.edu/eeo/faqs.aspx>

ONBOARDING: GETTING STARTED AT SLCC

Make sure you complete the essential onboarding steps.

Click the links below:

[1. Visit Onboarding Website](#)

[2. Complete Onboarding Forms](#)

[3. Book I-9 Verification Appointment](#)



SLCC Announcements

Announcements All

You currently have no announcements.

Show Hidden

Important Dates


Wednesday, July 13 Print Week Month Agenda

- Friday, July 15**
 - Last Day to Withdraw (No refunds) - 2nd Half
- Monday, July 25**
 - Pioneer Day Holiday Observed (No Classes, College Closed)
- Wednesday, August 3**
 - Last Day to Apply for Summer Graduation
 - Last Day of Classes - 2nd Half
 - Last Day of Classes - Full Term
- Thursday, August 4**
 - Final Exams - 2nd Half
 - Final Exams - Full Term

Events shown in time zone: Mountain Time - Denver + Google Calendar

Go Mobile at SLCC

BruinMail



[BruinMail \(Microsoft 365\)](#)

Emergency Alert System

- [Add/Edit/View Contact Info](#)
- [Opt Out](#)
- [What's This?](#)



CANVAS (My Courses)

Canvas requires a separate login

Students: Please use <your username>@bruinmail.slcc.edu as your username.

Faculty/staff: Please use <your username>@slcc.edu as your username.

If your password doesn't work with Canvas, you will need to reset it. You can reset your password by clicking [here](#).

MySLCC

WHAT IS MYSLCC?

MySLCC is your gateway to important services you will use at SLCC. You will use MySLCC to do a variety of tasks such as searching the SLCC class schedule, inputting final grades, communicating with students, and registering for professional development to name a few.

TO LOG INTO YOUR MYSLCC ACCOUNT:

- Go to the [SLCC homepage](#).
- Find the “My SLCC” drop down menu located at the top of the page. Select the first option labeled “[MySLCC](#)”
- If this is the first time you will be using MySLCC, go to the MySLCC Login Page and select "Click Here" under "Get Your Username and Password (New Users)."
- You may need to go through the DUO Two-Factor Authenticator.

Helpful Tabs in MySLCC

The Employee tab, allows staff and faculty members to register for professional development opportunities, review tax and pay information and have access to other public SLCC information.

From the **Faculty tab**, a faculty member is able to check the courses they teach, see the students enrolled in their courses, assign grades, etc.

In the **My Courses tab**, a student or faculty will see what classes they are enrolled in or what classes they are teaching.

Time & Leave tab is where you report your work hours or leave (if applicable). Ask your supervisor, what time reporting system your department is using and what is expected from you as to time reporting.

SLCC Emergency Alert Service: Please review the contact info associated to you within SLCC EAS. The college uses the EAS to send out important emergency information including college campus closures.

MySLCC Email: Every employee of SLCC is given @slcc.edu email. This is how your department and the College will communicate with you. Please check this account often.

HUMAN RESOURCES

- Home
- Contact Us
- Benefits
 - Benefits Information 2020-2021**
 - Required Employee Notices
- Compensation
- Emeritus Awardees
- Employment
- Faculty
- Forms
- Leave / ADA
- Lactation
- Onboarding
- Services
- Talent Management
- Wellness

BENEFITS INFORMATION 2020-2021



Display Benefits For:

FULL-TIME PART-TIME

* Indicates a section may be available for Adjunct Faculty & Part-time Employees. Use toggle above to hide full-time benefits.

ADJUNCT FACULTY & PART-TIME STAFF BENEFITS

GENERAL INFORMATION

* [Benefits Portal \(Accessible All Year\)](#) ▾

Part-time and Full-time Benefits SLCC Website

- At SLCC we're invested in your overall health — and your future. Our comprehensive compensation package includes medical, dental, vision, retirement, community engagement leave, tuition reimbursement for full-time employees and their dependents, pet insurance and more.
- Visit [Benefits Information](#) to learn about our full range of part-time and full-time benefits.
- Full-Time employees have 30 days from their hire date to choose their benefits options and enroll using the [Benefits Portal](#) accessible 24/7. Make sure you make your benefits choice before the deadline.
- Contact a member of the Benefits Team at (801)957-4210 for support.



Pick an account



Connected to Windows



Use another account

Benefit Enrollment Portal

[Benefit Enrollment](#)

Access the Benefits Portal – Single Sign On

- Single Sign On (SSO)
 - Log into [MySLCC](#)
 - Navigate to the Employee Tab of MySLCC
 - You will see the link underneath the Employee Dashboard
 - When using this link, you may be asked to also sign into your SLCC Microsoft Office 365 account



-  Home
-  Profile
-  Dependents
-  Salt Lake Community College Hartford Tobacco Survey
-  Language Preferences

Manage Account

- Login Information
- Manage Beneficiaries

My Documents

- Document Center
- Employee Summary Report

Quick Links

- Learning Center

High Contrast Mode



 You have new benefits being offered. Elect Open Enrollment benefits now.

[Get started](#)

[View message](#)

Welcome to the Salt Lake Community College Enrollment Portal!

Welcome, Ida!

As you go through the enrollment steps, please remember to save after each section and continue until you have fully submitted your enrollment. Clicking on the Complete Enrollment at the end of the enrollment page will take you to the remaining steps you still need to complete in order to successfully finish your enrollment process.

[Get started >](#)



Get Started

Benefits for All Employees



- Athletic Events
- Automotive
- Copy/Mail Services/Local Fax
- Discount for Cell Phone
- Discount through College Store
- Discounted Personal Software Purchases
- Grand Theatre
- Recreation Activities (LAC Facilities, Sports)
- Library Services
- Free UTA Pass

Watch this 8 minutes video



Employee Wellness

- The mission of the Employee Wellness program is to empower SLCC's employees to live healthy, prosperous, and otherwise thriving lives through the implementation of quality, evidence-based health education programs.
- Engagement in the Employee Wellness program is open-entry, open-exit, and voluntary. As such, Full-Time employees are welcome to complete Employee Wellness programs that best fit their individual needs.
- Time permitting, Part-Time employees are welcome to participate in programs as well with approval of their supervisors. The level structure is designed to give options and guidance to those who do not have a clear path toward wellbeing but it is not a required progression.
- Contact Preston.Lindhardt@slcc.edu if you have any questions.



i.slcc.edu/culture/wellness



- Learn more! SLCC's research-backed wellness programs reward you for participating, at any level you choose.
- Review our latest incentives* and select the program that speaks to your current wellness goals.
- Your new knowledge and enhanced health will help you build the foundation to take control of your well-being and work/life balance for many years to come.

* Incentives are available for full-time employees only.
Part-Time employees are welcome to participate in Wellness Programs with approval of their supervisors.

Employee Wellness

Level 1:



Wellness Library



Beyond
Biometrics

Beyond Biometrics



Quizzify



Regence.com



First Aid & CPR

First Aid and CPR

- These simple to complete programs are intended to engage participants with important but brief information about many different health topics.
- Full-time employees will be incentivized for selecting and completing a maximum of two items (\$50 each) from this list



Wellness Library



Beyond Biometrics



Quizzify



Regence.com



First Aid and CPR



Employee Wellness Level 2:

Lecture Series



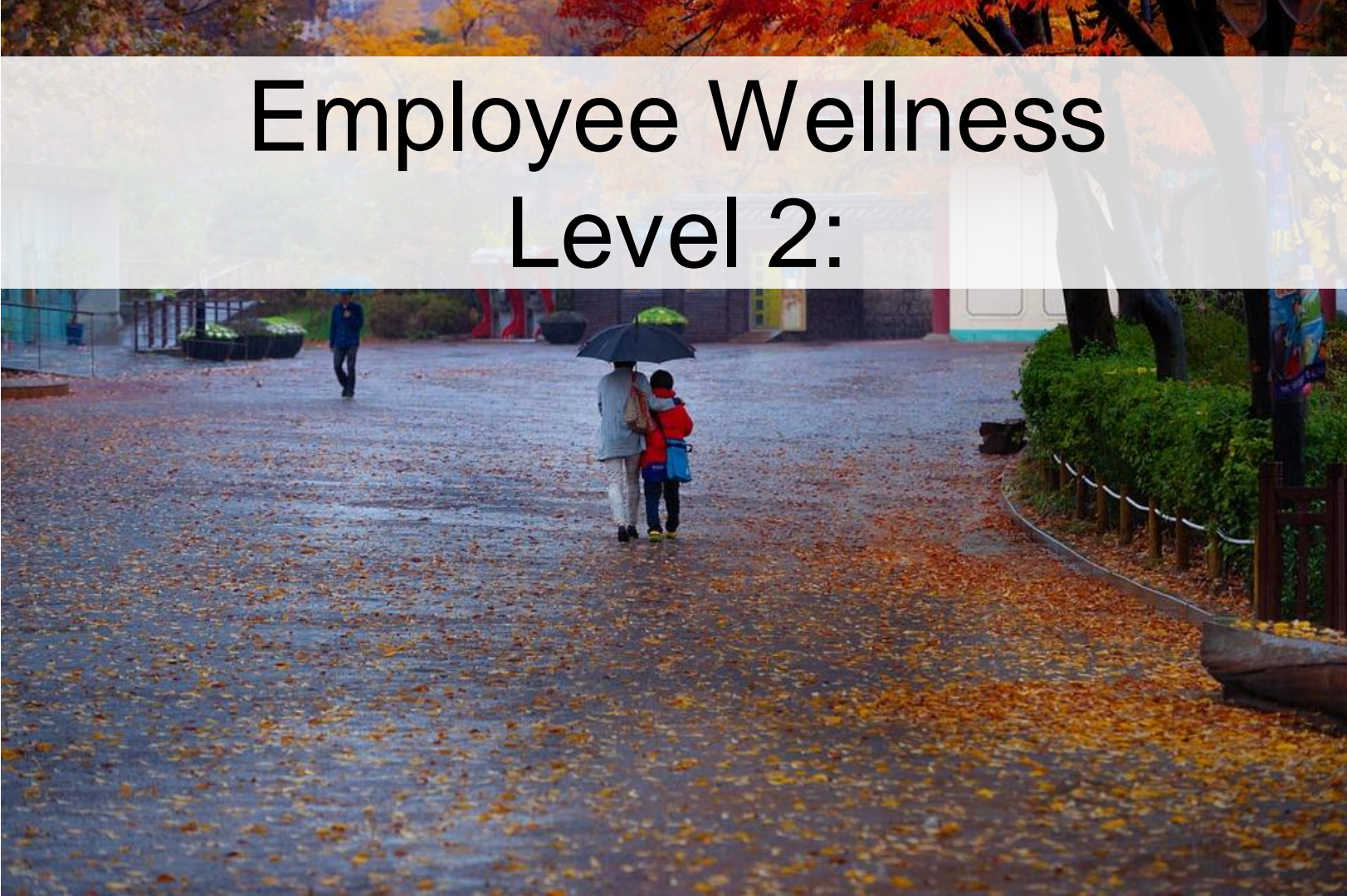
One Small Change



Quantified Self



Financial Literacy



- This level is aimed at knowledge acquisition. Here you will receive in-depth and usable information about relevant health and wellbeing topics.
- Full-time employees will be incentivized for selecting and completing a maximum of three items (\$100 each) from this list



Lecture Series



One Small Change



Quantified Self



Financial Literacy

Employee Wellness Level 3:

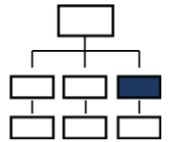


Regence Empower

Tobacco Cessation



Tobacco Cessation



Departmental Program



...and more

Click
text

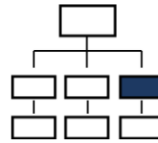
- These long-format programs have been designed with behavior change in mind.
- Full-time employees will be incentivized for selecting and completing a maximum of one item (\$200) from this list.



Regence Empower



Tobacco Cessation



Departmental Program



Health Mastery

...and more



Employee Wellness Level 4:

**Chronic Conditions Self-
Management**



**National Diabetes Prevention
Program**



**Diabetic Self-
Management**



Asthma Home Health Program

**Asthma Home Health
Program**



- This level is independent of the previous three levels. These programs are intended to help prevent the onset of or better management of chronic conditions.
- Full-time employees will spend the entire fiscal year within this level. The full annual incentive amount will be distributed throughout the fiscal year. Please complete the program from this list that is most applicable for you



**Chronic Conditions Self-
Management**



**National Diabetes Prevention
Program**

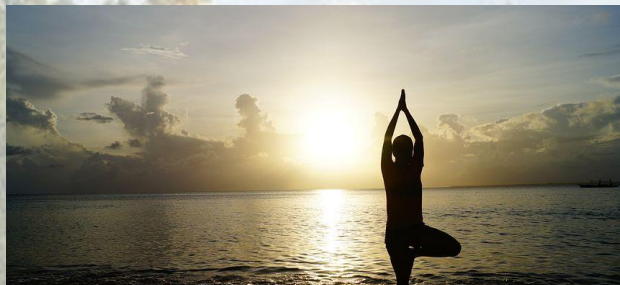


**Diabetic Self-
Management**



**Asthma Home Health
Program**

Additional Programs



Drop-In Yoga



Positive Psychology



Wellness Memo



Bone Health



Personal Training

Questions?

We're here to answer
any questions and
encourage you to get
involved!



onboarding@slcc.edu
(801)957-3835