# 1 Introduction

This report was developed in order to facilitate the production of a 2020-2021 strategic plan for the Recreation Leadership Council through a compilation and analysis of the various activities and projects that the Council has conducted in its previous year. The By-laws which officially established the board as a Recreation Department entity, recognized by the Department Director, were published Fall 2016 and have been updated as of Spring 2020. The report presents a comprehensive list of projects performed by the council with details of the actions and suggestions for improvement.

# 2 By-Laws

**Article I: Mission & Purpose**

The Recreation Leadership Council (RLC) provides guidance within the Recreation department to enhance the experience of the broader campus and promote lifelong well-being, growth and success. The RLC fosters unity among all the Recreation program areas, which include: Aquatics, Business Office, FitLife, Intramurals, Rec Experience, Weight Rooms, Outback Adventures, Rec Classes, Concessions, Marketing, Maintenance, Peet’s Coffee, and Sports Clubs. The RLC is to serve as a voice to ensure each division can advocate ideas and concerns pertaining to their division as well as the broader department of Recreation.

**Article II: Membership**

1. **Delegates:**
	1. One (1) Delegate, Aquatics
	2. One (1) Delegate, Business Office
	3. One (1) Delegate, Concessions
	4. One (1) Delegate, Engagement
	5. One (1) Delegate, Event Operations
	6. One (1) Delegate, Facilities Supervisor
	7. One (1) Delegate, FitLife
	8. One (1) Delegate, Intramurals
	9. One (1) Delegate, Maintenance
	10. One (1) Delegate, Marketing
	11. One (1) Delegate, Outback Adventures
	12. One (1) Delegate, Peet’s Coffee
	13. One (1) Delegate, Rec Classes
	14. One (1) Delegate, Rec Experience
	15. One (1) Delegate, Sports Clubs
	16. One (1) Delegate, Weight Rooms
2. Election of Delegate Appointment
	1. Applications for delegate positions will be due by 5pm on Friday of week 6 of spring quarter.
	2. Voting will occur during the week 7 meeting of spring quarter.
	3. Application responses will be distributed to the board.
	4. For positions without running mates, a simple majority vote will ensure their appointment.
	5. For positions with multiple applicants, voting members will cast a ballot with their top choice.
		1. If more than 3 applicants exist, the lowest voted applicants will be removed and another vote will be cast for the remaining two applicants.
		2. In the case of a tie, the Chair will be the tiebreaker.
	6. In the event that a delegate position has not been filled after the voting period has ended, applications will be accepted on a rolling basis.
3. Terms of Delegate Appointment
	1. Voting members will serve in duration for one academic year.
	2. Voting members may renew their position by voicing to the Executive Board an intent to continue.
	3. To be a voting member on RLC, students must be:
		1. In good academic standing.
		2. Have served for their program area for at least one academic quarter.
4. **Executive Cabinet Officers:**
	1. One (1) Chair
	2. One (1) Vice Chair
	3. One (1) Assistant Chair
5. Election of Executive Cabinet Officer Appointment:
	1. Applications for the Chair, Vice Chair, and Assistant Chair positions for the following academic year will be due by 5pm on Friday of week 8 of winter quarter.
	2. Voting will occur during the week 9 meeting of winter quarter.
	3. Application responses will be distributed to the board.
	4. In the case of a tie, the Professional Staff advisor will be the tiebreaker.
	5. For executive positions without running mates, a simple majority vote will ensure their appointment.
	6. For positions with multiple applicants, non-running voting members will cast a ballot with their top choice.
		1. If more than 3 applicants exist, the lowest voted applicants will be removed and another vote will be cast for the remaining two applicants.
		2. Professional staff advisor will be the tiebreaker in the case of a tie.
	7. In the event that an Executive Cabinet position is not filled after the voting period has ended, the council may determine a date to accept new applications.
6. Terms of Executive Cabinet Officer Appointment:
	1. Executive Cabinet Officers will serve in the duration of one year, spring quarter through winter quarter of the next school year.
	2. Vice Chair and Assistant Chair positions will retain all voting privileges of delegate members.
	3. The Chair position will reserve their voting privileges only to cast a tie breaking vote.
	4. Outgoing officers will serve at the behest of the new executive cabinet for the remainder of the academic year. They may attend meetings, and supply guidance, but will have no voting privileges.
7. Non-Voting Members:
* One (1) Director: Recreation
* One (1) Professional Staff Advisor
* Three (3) Professional Staff
* One (1) Alumni
* One (1) At Large
1. Election and Terms of Non-Voting Members Appointment:
	1. The current RLC voting members will take requests from professional staff and alumni who desire to be the council’s advisor and vote on these positions during the last week of Spring quarter.
	2. The professional staff advisor position is decided by a majority vote and will serve a 1 year term.
	3. The professional staff advisor is the main point of contact for the board and attends cabinet meetings upon request.
	4. Non-voting professional staff will assist the Advisor as additional points of contact for the board.
	5. Non-voting members will serve a term for one academic year.
	6. Non-voting members can serve multiple terms upon appointment and approval of the RLC voting members.

Article III: Roles & Responsibilities

1. Attendance:
	1. Date, time and frequency of meetings for the upcoming school year is to be established by the newly elected council by the end of spring quarter.
	2. If a member is unable to attend a meeting, they should notify the Chair or another officer of the Executive Cabinet at least 24 hours in advance.
	3. A proxy may be sent to represent a program area if the delegate is unable to attend. The proxy will not retain delegate voting privileges.
2. Responsibilities of Delegates:
	1. Delegates are to attend meetings.
	2. Bring updates from their program area.
	3. Share relevant information from the RLC back to their program area.
	4. Participate on a minimum of one subcommittee.
3. Responsibilities of the Executive Cabinet:
	1. Preparing meeting agendas and minutes
	2. Delegating responsibilities to board members, and representing the board at outside events/meetings.
	3. (1) member minimum must participate on each subcommittee formed.
	4. Conduct Cabinet meetings outside of weekly meetings.
		1. Must be held at least twice (2) per academic quarter.
4. Responsibilities of the Chair:
	1. Calls and presides over regular and cabinet meetings.
	2. Prepares agendas for cabinet meetings.
	3. Calls for cabinet meetings with the Recreation Director at least (1) per academic quarter to communicate updates and goals of both the Recreation Department and the RLC.
	4. Prepares RLC budget.
	5. Prepares an RLC Annual Report.
5. Responsibilities of the Vice Chair:
	1. Presides over meetings in the absence of the chair.
	2. Greets, welcomes and orients guests to RLC meetings.
	3. Communicates with marketing to ensure that RLC webpage is up to date.
	4. Serves as RLC member of the Recreation Facility Advisory Board (RFAB). Should they be unable to attend regular RFAB meetings they may select a replacement from within the RLC to serve in their stead.
6. Responsibilities of the Assistant Chair:
	1. Records meeting minutes.
	2. Acts as timekeeper for meetings.
7. Voting:
	1. Rec Rules of Order shall be the official authority on procedure.
	2. A quorum shall consist of a majority of all the voting members.
	3. Any member may participate in discussion of any item. However, only voting members will be permitted to exercise voting privileges on any issue.
	4. All voting actions must pass with a simple majority vote of the RLC members in attendance.
	5. Members must have knowledge and have formed an opinion on the articles under vote before a final vote is reached.

Article IV: Amendments

1. These bylaws may be amended at a general business meeting. The amendments must have been circulated at least one week prior to the meeting.

# 3 Summary of Changes

## Overview

* 1. Introduction of a “Prostaff Spotlight” program where each meeting prostaff were invited to participate in a short interview and discuss relevant concerns.
	2. Change of winter event name from “Complete Career Event” to “Rec to Careers”.
	3. Revision of by-laws in Winter 2020 to add additional delegate positions to Peet’s Coffee, Concessions, Marketing, and Maintenance, in addition to other by-laws changes.
	4. Addition of headshots, “bios”, and positions of current RLC members to the Rec webpage, in addition to other site updates.
	5. Change of RLC communication platform from “GroupMe” to “Slack”.
	6. Development of an “Rec-wide Employee of the Month” student-recognition program in collaboration with the Student Development Committee (SDC).
	7. Appointment of a RLC delegate to serve on the Canyonview Project Team as requested by the Director of Recreation.
	8. Appointment of a RLC delegate to serve as a voting member on the Recreation Facilities Advisory Board (RFAB).
	9. Change of meeting time to Wednesday from 10-11am at Main Gym Tiki Room on a weekly basis.
	10. Transition of meetings from in-person to online via Zoom in response to COVID-19.
	11. Change of venue for Recapalooza from the Natatorium to RIMAC Arena (planned), but moved online via Zoom in response to COVID-19, in addition to other changes.

## Prostaff Spotlight

* 1. Each week the Executive Cabinet invited a prostaff to attend the RLC meeting, in order to achieve the following goals:
		1. Inform delegates about operations and procedures of other departments
		2. Introduce delegates to prostaff from other departments
		3. Strengthen connections between prostaff and the RLC
		4. Inform prostaff of the existence and purpose of RLC
		5. Demonstrate to prostaff the importance of departmental representation on the RLC, and thus encourage recruitment for RLC
	2. Prostaff were provided with a list of interview questions, along with general background information about the RLC. These questions can be found below, with approximate time estimates:
		1. What is your main area of work within Rec? (1 min)
		2. What was the path that led to your current position in Rec? (2 min)
		3. What (if any) are some area-specific issues that the RLC could address? (4 min)
		4. What’s the next big thing on the horizon in your area? (2 min)
		5. What keeps you working here at Rec? (2 min)
	3. After each interview (10-15 minutes), additional time was set aside for any other questions.
	4. During the 2019-2020 academic year, the following prostaff were interviewed: Kevin McGlone, Jason Dillon, Liz Henry, Lauren Lara, Clayton Claiborn, Hector Fletes, Tom Rottler, Lourdes Dawson, Simon Teale, Bobby Jaffe, Alexia Cervantes, Roger Castillo, Zelda McLeish, Laurel Dean, and Denise Ouellette.

## Rec to Careers

* 1. The name of the winter career event was changed from “Complete Career Workshop” to “Rec to Careers”.
	2. Further specifics and feedback about the event can be found in the Internal Outreach section.

## By-laws Revision

* 1. Revisions to the by-laws were drafted by the Executive Cabinet and presented to the RLC in Spring Quarter 2020.
	2. Delegate positions were added for Marketing, Maintenance, Peet’s Coffee, and Concessions program areas, as these program areas did not have prior representation.
	3. The Facilities Delegate position was removed as it was considered unnecessary in light of the Facilities Supervisor Delegate position.
	4. The election process for the Executive Cabinet was revised to remove the requirement that applications be orally read to the RLC. Completed applications for Executive Cabinet positions will now be distributed through whatever means the Executive Cabinet best sees fit.
	5. The aforementioned revisions were voted on by the RLC and approved by majority vote.

## RLC Webpage

* 1. Updated headshots and group photos were added to the RLC webpage.
	2. RLC members were asked to fill out a questionnaire in order to create a “bio”, which was also added, along with delegate positions. “Bios” included the following details:
		1. Rec Department Position
		2. Rec Service Years
		3. Favorite Rec Activity
		4. What do you do in your spare time?
		5. Which Rec value do you identify with most?
	3. Positions that are currently open were posted on the webpage, in addition to a link to the Delegate Application.
	4. Links to the RLC By-laws and Annual Report were added to the webpage.

## Communication Platform

* 1. At the recommendation of the Executive Cabinet the RLC transitioned to using Slack as the primary method of communication between RLC members.
	2. The switch to Slack was voted on and approved by the RLC.
	3. Slack offers the possibility to create different channels to group related conversations. The following channels were created:
		1. #general, for RLC-wide updates
		2. #elections, for voting and disseminating information regarding elections
		3. #eotm, for communicating about the Rec-wide Employee of the Month program
		4. #meeting-minutes, for minutes from previous meetings
		5. #rec-to-careers, for subcommittee planning of the winter career event
		6. #rec-gives-back, for subcommittee planning of the fall community service event
		7. #recapalooza, for subcommittee planning of the spring Rec event
		8. #misc-events, for information about any other events
		9. #exec, for conversations between members of the Executive Cabinet
	4. Channels shall be added, removed, or merged as seen fit by the Executive Cabinet or at the suggestion of other RLC members.

## Rec-wide Employee of the Month Program

* 1. Through extensive collaboration with the Student Development Committee (SDC) and the RLC a monthly Rec-wide Employee of the Month (EOTM) program was developed.
	2. In the first week of each month prostaff have the opportunity to nominate one student employee per department for consideration. Nominations occur via a google form, which contains the following questions:
		1. What core Rec value best represents your nominee?
		2. Why have you chosen this employee for Employee of the Month? (1000 character limit)
	3. The link to the nomination form is distributed monthly by the RLC Chair to prostaff. Responses to the form are collected and distributed to the RLC.
	4. The Rec-wide EOTM is selected by the RLC by a simple majority vote. Students currently serving on the RLC are not eligible to win.
	5. The winner of the Rec-wide EOTM receives a $100 cash star award, in addition to a $25 gift card of their choice. The following suggestions were identified by the RLC as other potential awards:
		1. Rec branded apparel
		2. Massage
		3. Parking pass
		4. Recreation Activity Pass
		5. Other in-kind donations from local businesses
	6. The EOTM and any runner-ups are notified by the Executive Cabinet of their nominations. A short “bio” of the winner containing the following questions is posted to the Rec website and social media:
		1. What would the name of your autobiography be titled?
		2. What is your favorite Recreation activity?
		3. What was your biggest accomplishment this month?
		4. If you could become any fictional character, who would you choose?
		5. What’s your favorite thing to do if you’re not at school or work?
		6. If you had access to a time machine what’s the first thing you’d do?
		7. What’s your dream career once you graduate?
		8. What’s one thing that not everyone knows about you?

## Appointment of Representative to Canyonview Project Team

* 1. In order to provide a student-employee perspective on the proposed Canyonview renovation a representative from the RLC was selected to serve on the Canyonview Project Team at the request of the Director of Recreation.
	2. The representative will attend any Project Team meetings and communicate any relevant decisions or information to the RLC.

## Appointment of Representative to RFAB

* 1. In order to provide a student-employee perspective on budgetary decisions and other discussions a voting position on the Recreation Facilities Advisory Board (RFAB) was awarded to a representative from the RLC.
	2. The representative will attend any RFAB meetings and communicate any relevant decisions or information to the RLC.

## Changing of Meeting Time

* 1. Meetings were held on a weekly basis from 10-11am in the Tiki Room at Main Gym during the 2020-2021 academic year.
	2. In response to concerns about in-person meetings due to COVID-19, meetings were held online via the communication platform “Zoom” for the entirety of Spring Quarter.

## Recapalooza

* 1. RIMAC Arena was identified by the Recapalooza Subcommittee as the optimal venue for Recapalooza.
	2. In response to concerns about in-person gatherings due to COVID-19, Recapalooza was changed to be an online event hosted via Zoom.
	3. Further specifics about the event can be found in the Internal Outreach section.

# 4 Community Service

## Rec Gives Back (Fall)

### Summary of Event

Rec Gives back was a week-long food drive paired with a free Rec class for those who donated items. A-frame signs and bins for donation were placed at each Rec facility, with a suggested donation of 8 items to participate in the Rec class. All food items collected from the food drive were donated to the Triton Food Pantry. After donating, participants were either enrolled in the class at the front desk or given a discount code to allow free online enrollment. The event was a glow-in-the-dark yoga class with multiple instructors and yoga styles including Acro Yoga, FlowLIFT, and Hatha Yoga. The event was held on 11/1/19 from 7-9pm in RIMAC Activity Room 2. Approximately 10 students attended the event.

### Recommendations

* + 1. Extend the food drive donation period from one week to one month.
		2. Collaborate with Triton Athletics Council (TAC) to raise visibility of food drive.
		3. Post “thermometer-style” goals and signage next to each donation bin, as well as the Rec website.
		4. Eliminate free Rec class and instead focus on food drive, due to low turnout.
		5. Host a competition between different program areas or facilities to gamify food drive.
		6. Use funds previously allocated towards Rec class to either match donations or provide a small gift to those who donate.

### Goals for next year

* + 1. Collaboration with TAC to increase visibility of food drive across campus.
		2. Increase quantity of donations.

# 5 Budget

### Budget summary:

|  |  |
| --- | --- |
| **Item** | **Request** |
| Recapalooza | $6,037 |
| Rec Gives Back | $400 |
| Rec to Careers | $700 |
| EOTM | $1,200 |
| Apparel | $400 |
| Bonding | $200 |
| ***Total*** | ***$8,937*** |

# 6 Internal Outreach

## Rec to Careers (Winter)

###  Summary of Event

Rec to Careers is a networking and career skill-building event for Rec employees and Sports Club athletes hosted by the RLC. The event consisted of a presentation from representatives from Enterprise Rent-a-Car about standing out in a competitive job market, a resume critiquing workshop run by prostaff, an alumni panel featuring a Q and A session with a variety of professions, and a networking activity. Attire was business casual, and food from Rubicon Deli was catered and served at the end of the event and allowed for open conversation. The event occurred on 1/17/20 from 5-8pm in the RIMAC Annex Dugout, and was advertised as business formal attire. Approximately 10 students attended this event.

### Recommendations

* 1. The time allotted for the Enterprise Rent-a-Car presentation should be redistributed to other activities.
	2. Increase marketing during the week leading up to the event.
	3. Move date of event so it is not during a 3-day weekend.
	4. Publish a schedule of activities so attendees can come for part of the event if possible.
	5. Distribute food during the Q and A session rather than the networking segment.
	6. Request presenters from Career Center.
	7. Increase focus on LinkedIn.

### Goals for next year

* + 1. Collaborate with Career Center for presentation on LinkedIn.
		2. Increase attendance at event.

## Recapalooza (Spring)

### Summary of Event

Due to concerns about COVID-19, Recapalooza 2020 was rescheduled to be an online-only event, hosted over video conference software Zoom on Thursday, 5/28/20. The event featured Hector Fletes as Master of Ceremony, and began with a 5 minute speech from the Director of Recreation. Then, Prostaff from each program area had an allotted 5 minutes each to recognize their exemplary student staff, followed by a presentation by the Associate Director of Engagement about staying connected to Rec as an alumni. The final awards presented were the Emily Kunselman (EK) Leadership Award and the Recreation Employee of the Year Award. After the EK Award, the recipient gave a short acceptance speech. The event culminated in the screening of a video created by Prostaff thanking student employees for their service. Throughout the event gift cards were given away through a series of opportunity drawings, and each attendee received a $15 GrubHub gift card as a stand in for the catered food that is normally part of the in-person event. Over 160 students and Prostaff attended the event, which began at 5pm and lasted approximately two hours.

## Presentation at Prostaff Meetings

Multiple presentations were made by members of the Executive Cabinet to Rec staff during prostaff meetings. Prostaff were informed of upcoming RLC-hosted events, open delegate positions, new RLC initiatives, and open prostaff positions. The purpose of these presentations was twofold: to inform prostaff of important updates within the RLC, and to increase the visibility of the RLC across Rec.

## RLC Team Building Activity

In order to facilitate closer communication and bonds between members of the RLC the Challenge Course Coordinator was invited to an RLC meeting to organize a number of team-building activities. The session was approximately an hour in length, and took place in the Main Gym Tiki Room during Fall Quarter.

## COVID-19 Response

In response to the designation of COVID-19 as a global pandemic by the World Health Organization, a number of preventative measures were adopted by Rec. The RLC convened to discuss possible strategies to minimize the risk to employees and patrons at Rec facilities. Once the Director of Recreation determined the best course was to temporarily close all Rec facilities the RLC transitioned to hosting online meetings and discussed different online bonding activities that departments could use to facilitate remote team-building.