

1 Introduction

This report was developed in order to facilitate the production of a 2021-2022 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

Recreation Leadership Council (RLC)
University of California, San Diego
By-Laws
Approved Spring 2020

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:

- a. One (1) Delegate, Aquatics
- b. One (1) Delegate, Business Office
- c. One (1) Delegate, Concessions
- d. One (1) Delegate, Engagement
- e. One (1) Delegate, Event Operations
- f. One (1) Delegate, Facilities Supervisor
- g. One (1) Delegate, FitLife
- h. One (1) Delegate, Intramurals
- i. One (1) Delegate, Maintenance
- j. One (1) Delegate, Marketing

- k. One (1) Delegate, Outback Adventures
- l. One (1) Delegate, Peet's Coffee
- m. One (1) Delegate, Rec Classes
- n. One (1) Delegate, Rec Experience
- o. One (1) Delegate, Sports Clubs
- p. One (1) Delegate, Weight Rooms

2. Election of Delegate Appointment

- a. Applications for delegate positions will be due by 5pm on Friday of week 6 of spring quarter.
- b. Voting will occur during the week 7 meeting of spring quarter.
- c. Application responses will be distributed to the board.
- d. For positions without running mates, a simple majority vote will ensure their appointment.
- e. For positions with multiple applicants, voting members will cast a ballot with their top choice.
 - i. If more than 3 applicants exist, the lowest voted applicants will be removed and another vote will be cast for the remaining two applicants.
 - ii. In the case of a tie, the Chair will be the tiebreaker.
- f. 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

- a. Voting members will serve in duration for one academic year.
- b. Voting members may renew their position by voicing to the Executive Board an intent to continue.
- c. To be a voting member on RLC, students must be:
 - i. In good academic standing.
 - ii. Have served for their program area for at least one academic quarter.

4. Executive Cabinet Officers:

- a. One (1) Chair
- b. One (1) Vice Chair
- c. One (1) Assistant Chair

5. Election of Executive Cabinet Officer Appointment:
 - a. 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.
 - b. Voting will occur during the week 9 meeting of winter quarter.
 - c. Application responses will be distributed to the board.
 - d. In the case of a tie, the Professional Staff advisor will be the tiebreaker.
 - e. For executive positions without running mates, a simple majority vote will ensure their appointment.
 - f. For positions with multiple applicants, non-running voting members will cast a ballot with their top choice.
 - i. If more than 3 applicants exist, the lowest voted applicants will be removed and another vote will be cast for the remaining two applicants.
 - ii. Professional staff advisor will be the tiebreaker in the case of a tie.
 - g. 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:
 - a. Executive Cabinet Officers will serve in the duration of one year, spring quarter through winter quarter of the next school year.
 - b. Vice Chair and Assistant Chair positions will retain all voting privileges of delegate members.
 - c. The Chair position will reserve their voting privileges only to cast a tie breaking vote.
 - d. 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

8. Election and Terms of Non-Voting Members Appointment:

- a. 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.
- b. The professional staff advisor position is decided by a majority vote and will serve a 1 year term.
- c. The professional staff advisor is the main point of contact for the board and attends cabinet meetings upon request.
- d. Non-voting professional staff will assist the Advisor as additional points of contact for the board.
- e. Non-voting members will serve a term for one academic year.
- f. Non-voting members can serve multiple terms upon appointment and approval of the RLC voting members.

Article III: Roles & Responsibilities

1. Attendance:

- a. 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.
- b. 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.
- c. 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:

- a. Delegates are to attend meetings.
- b. Bring updates from their ~~entire~~ program area.
- c. Share relevant information from the RLC back to their program area.
- d. Participate on a minimum of one subcommittee.

3. Responsibilities of the Executive Cabinet:

- a. Preparing meeting agendas and minutes
- b. Delegating responsibilities to board members, and representing the board at outside events/meetings.

- c. (1) member minimum must participate on each subcommittee formed.
 - d. Conduct Cabinet meetings outside of weekly meetings.
 - i. Must be held at least twice (2) per academic quarter.
4. Responsibilities of the Chair:
- a. Calls and presides over regular and cabinet meetings.
 - b. Prepares agendas for cabinet meetings.
 - c. 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.
 - d. Prepares RLC budget.
 - e. Prepares an RLC Annual Report.
5. Responsibilities of the Vice Chair:
- a. Presides over meetings in the absence of the chair.
 - b. Greets, welcomes and orients guests to RLC meetings.
 - c. Communicates with marketing to ensure that RLC webpage is up to date.
 - d. 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:
- a. Records meeting minutes.
 - b. Acts as timekeeper for meetings.
7. Voting:
- a. Rec Rules of Order shall be the official authority on procedure.
 - b. A quorum shall consist of a majority of all the voting members.
 - c. Any member may participate in discussion of any item. However, only voting members will be permitted to exercise voting privileges on any issue.
 - d. All voting actions must pass with a simple majority vote of the RLC members in attendance.
 - e. 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

- A. Revision of by-laws in Spring 2020 to update election of delegate appointment, terms of executive cabinet officer appointment, and roles and responsibilities
- B. Addition of headshots, “bios”, and positions of current RLC members to the Rec webpage, in addition to other site updates
- C. Appointment of RLC to decide STARS students as requested by the Director of Recreation
- D. Transition from in-person to fully virtual events and meetings for the entirety of the year, including Rec Gives Back, Rec to Careers, and Recapalooza.
- E. Creation of bi-weekly Recreation Wide social events in Winter and Spring 2021
- F. Temporary suspension of Employee of the Month due to COVID-19
- G. Addition of RLC to the co-curricular record

A. Revision of By-Laws

- a. By-laws were revised and approved by the recreation leadership council in Spring 2020.
- b. Updates were made to the “election of executive cabinet officer appointment”
- c. Additionally, the Roles and Responsibilities for all members were revised and updated
- d. The Senior Associate Director role was removed as it was no longer an applicable position
- e. A delegate position for engagement was created

B. Website Updates

- a. The RLC website was updated with new member headshots, “bios”, and positions.

C. Sustainability Tracking, Assessment & Rating System (STARS) Program

- a. During Winter 2021 the RLC worked to choose three students to work on the STARS project for sustainability reporting as requested by the Director of Recreation. These students were responsible for providing an inventory of recreation’s food and beverage spending, specifically looking at plant-based, sustainable, or ethically purchased items. The RLC crafted an application form, communicated the opportunity to other recreation staff, and reviewed and voted on the students that would take part in this paid opportunity.

D. Virtual RLC and COVID-19

- a. (See COVID-19 Response)
- b. Rec Gives Back, Rec to Careers, and Recapalooza were transitioned to be fully virtual events
- c. Recapalooza featured a new Active Triton Award given to award a student who had an impact in recreation despite being virtual.

E. Rec Wide Socials

- a. The RLC created Rec Wide Socials in Winter 2021. (See Rec Wide Socials under Internal Outreach)

F. Temporary Suspension of Employee of the Month

- a. In response to COVID-19 which brought about numerous changes in staffing, distanced learning, and temporary closures of facilities, the Employee of the Month Award was temporarily suspended.

D. RLC on the Co-curricular Record

- a. RLC roles were submitted and accepted to the co-curricular record.

4 Community Service

A. Rec Gives Back (Fall)

a. Summary of Event

Rec Gives back has traditionally been a food drive paired with a recreation event, however, in response to COVID 19, the event was transitioned into a virtual donation event. This included donation matching by recreation for every individual that bought a Recreation Activity Pass during Winter Quarter 2021. In addition to the donation matching, individuals were able to donate directly to the Triton Food Pantry. Our goal this year was to raise \$500, which we exceeded.

b. Recommendations

- i. Link other volunteering events (ie. beach cleanup) to Rec Gives Back

c. Goals for next year

- i. Collaborate with Triton Athletics Council (TAC) to raise the visibility of food drive.
- ii. Increase the number of donations and overall participation in the event through marketing and other means.

5 Budget

Budget Summary:

Item	Requested Amount
Recapalooza	\$7,128.50
Rec Gives Back	\$200.00
Career Workshop	\$700.00
EOTM	\$1,200
Apparel	\$1,200
Food	\$576
Bonding Event	\$500
Total	\$11,505

6 Internal Outreach

A. Rec to Careers (Winter)

a. 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. This year the event transitioned from in-person to virtual in order to follow COVID 19 guidelines. Originally the Rec to Careers event was planned to be a three-part event spanning three hours including the Rec alumni panel, resume workshop, and a networking component. Due to low registration, the event had to be transitioned to a one-hour networking presentation and resume workshop. Additionally, the alumni event was moved to May 13th.

a. Recommendations

- i. Allowing students to attend sections of the event rather than register for the whole event could increase attendance
- ii. Keep event to one hour

b. Goals for next year

- i. Increase attendance at Rec to Careers
- ii. Work more closely with Sports clubs and increase attendance at the event

B. Recapalooza (Spring)

a. Summary of Event

Due to concerns about COVID-19, Recapalooza 2021 was rescheduled to be an online-only event, hosted over video conference software Zoom on Thursday, May 27th. The event featured Hector Fletes as Master of Ceremony and began with a Prostaff opening credit video. Then, with a 5-minute speech from the Director of Recreation. 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, the Active Triton Award, and the Recreation Employee of the Year Award. After the EK Award. 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. Around 150 students and Prostaff attended the event, which began at 5 pm and lasted approximately two hours.

b. Recommendations

- i. Don't repeat entries for opportunity drawings
- ii. When Recapalooza is in-person include a video component
- iii. Have students co-host the event
- iv. Incorporate an activity aspect to Recapalooza

c. Goals

- i. Increase attendance

C. 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.

D. Rec Wide Socials

Recreation Wide Socials were implemented in response to the COVID 19 pandemic and distanced learning. With many recreation staff at home and virtual learning limiting social events, the RLC planned bi-weekly virtual social events during Winter and Spring quarters.

- i. Winter Quarter:
 1. January 8th - Investing 101
 2. January 22nd - Trivia
 3. February 5th - Karaoke
 4. February 19th - Speed Dating
 5. March 5th - Yoga
- ii. Spring Quarter:
 1. April 16th - Game Night
 2. April 30th - Pet Showcase
 3. May 14th - Jeopardy
 4. May 29th - Beach Cleanup

E. COVID-19 Response

Following local and national guidelines for appropriate COVID-19 precautions, the Recreation Leadership Council continued to hold virtual meetings for the entirety of the 2020-2021 school year.