

I. Introduction

This report has been crafted with the intention of serving to inform a strategic plan for the 2022-23 RLC term. The following report will summarize the activity of the council over the previous academic year and provide the basis in which the council operates. The events and projects overseen by the RLC from June 2021 to May 2022 are listed here, each with improvements and notes suggested by the operating council. The By-Laws, originally established in 2016, updated and approved most recently in Spring 2022, officially hold the RLC as an entity in Recreation recognized by its Director. Moving into the 9th year since the council's inception and 7th year since it has been acting in an established role by the department, RLC expects to continue cementing its function within Recreation and will continue to expand the ways in which it benefits the student staff, professional staff, and patron's whom construct the UCSD Recreation community.

II. By-Laws

Recreation Leadership Council (RLC) University of California, San Diego

By-Laws

Approved Spring 2022

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, Competitive Sports, Custodial and Building Operations, Engagement, Field Operations, Facility and Event Operations, FitLife, Maintenance, Marketing, Masters Swim, Mission Bay Aquatic Center, Rec Classes, Retail Operations, and TEC Cafe. 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, Engagement
- d. One (1) Delegate, Event Operations
- e. One (1) Delegate, Facilities Supervisor
- f. One (1) Delegate, FitLife

- g. One (1) Delegate, Competitive Sports
- h. One (1) Delegate, Maintenance
- i. One (1) Delegate, Marketing
- j. One (1) Delegate, Outback Adventures
- k. One (1) Delegate, TEC Cafe
- l. One (1) Delegate, Rec Classes
- m. One (1) Delegate, Rec Experience
- n. One (1) Delegate, Weight Rooms

2. Election of Delegate Appointment

- a. Applications for delegate positions will be due by 11:59 pm 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 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.

III. Summary of Changes

A. By-Law Amendments

- a. Added delegate positions for Competitive Sports and TEC Cafe
- b. Removed delegate positions for Intramurals, Sports Clubs, Peet's Coffee, and Concessions
- c. Extended period for accepting Cabinet Applications from 5 pm to 11:59 pm on Friday of week 6 in Spring

B. Subcommittees

- a. We focused winter planning efforts into creating a new social event, an RLC hosted Pep Rally / Tailgate
- b. We handed off this year's Rec to Careers event to the student development committee, but did not commit to doing this in years to come.

IV. Budget

The RLC operated on an existing budget approved from 2020-2021 for this past year. Based on that budget and the past year of in person activity, this is a recommended budget proposal for the coming year.

Item	Requested Amount
Rec Gives Back	\$200.00
EOTM	\$480
Apparel	\$900
Team Bonding	\$864
Total	\$2,444

V. Internal Outreach

This year, the RLC's efforts were multifaceted. A large focus of the council this year was "giving back" to UCSD and the recreation community and our staff. As per the direction of the Director, we looked to focus on the recreation pillars of 'Fun,' and 'Community.' As the UCSD student body returned from on-and-off Covid-19 on-campus status changes, the community aspect that normally bonds recreation staff and patrons alike had been diminished, so one of our focuses was to rebuild the recreation community both virtually and in-person. Focusing on our student staff, we gave back by

bringing back our Recreation student-staff Employee of the Month awards, hosting REC-wide zoom socials, and by putting on a unique stand alone community event that was called the “REC is Heating Up! Pep Rally.” We gave back in other ways too. Coming into this year, the executive team agreed to make sustainability a focus. The council hosted a guest speaker to guide us through a sustainability workshop, we chipped in to help construct community garden bins at Canyonview, and our team organized a beach cleanup. We also hosted an annual in-person food drive under the title name of “REC Gives Back,” donating food and supplies to the Triton Food Pantry. Our Spring was busy planning an in person RECapalooza, our end-of-the-year awards and staff appreciation banquet, which we held successfully inside LionTree arena (formerly RIMAC).

A. REC Gives Back

This year’s REC gives back drive was statistically our most successful drive since RLC began hosting the effort. We had a 1-month donation window (November 1-30) using bins posted inside the RIMAC lobby, Main Gym, and Canyonview. We utilized marketing in several ways, including Recreation’s video screens inside of facilities, instagram stories, and posted flyers around the exterior of Recreation’s facilities and library walk. We also focused on word-of-mouth communication from RLC delegates back to their program areas. In the end, we received around 200 donated items in the bins and the RLC added in about 1000 items by repurposing unused giveaway boxes from a prior event. That total of 1200+ items is the most we have ever donated to the Triton Food Pantry.

For our next event, we suggest beginning marketing efforts early, at least 2 weeks prior to the beginning of the drive. We also suggest open communication with the manager / staff at Triton Food Pantry to effectively coordinate their needs, and to set up a time and method for delivering the items.

B. REC-wide zoom socials

RLC-hosted zoom socials were introduced during COVID remote periods as a way to create some community when there was limited ability to do so in person. Fortunately, in the last year, Recreation staff efforts to produce incredible weekly trivia nights, which shifted over to in-person trivia in Fall of 2021, quickly became a staple online social for students looking to interact. Due to these efforts, we stepped back in our RLC-hosted zoom socials which had not been getting much attention, focusing more on impactful events and items of interest. Of the handful of online socials held, our best was a simple game of pictionary which had roughly 15 attendees.

For the future, unless an increased online community appears necessary, the RLC is best suited to focus on planning in person events. Zoom socials were, however, positive during the last few years and provided great opportunities for bringing members of the RLC closer together.

C. REC to Careers

Rec to careers did not exist last year, and was a small group in the few years prior. As a result, we had to try to scheme and survey as to what type of a career-oriented staff event would be most beneficial. After nearing the deadline for our event, the Student Development Committee agreed to take the planning the rest of the way. Although the RLC did not see a Rec to Careers event through this past year, there were several lessons learned.

We surveyed over 50 recreation employees, and the feedback from this survey concluded that students were interested in a diverse alumni panel, an alumni meet and greet, and a linkedin workshop. Some students also showed interest in a resume workshop, and very few students were interested in the idea of mock interviews.

In the future, if RLC plans out a Rec to Careers event, this feedback can be useful for initial planning phases. As always, marketing early and often is key to a successful event, and word-of-mouth is the most effective way to get other staff involved. We also learned that coordinating with alumnus is a difficult task, and that Liz Henry, Sam Knight, and the career center are all great assets for coordination. If inviting alumnus in person, try to plan it on a day/time that is convenient for their appearance.

D. REC's Heating Up Pep Rally

The pep rally was an event which was originally schemed to tie into student all staff training, however this training was postponed from Fall to Winter, and again canceled all together in Winter as UCSD switched back to remote instruction and activity. Nevertheless, in an effort to promote community and inter-area bonding, the RLC organized a pep rally on the balcony of RIMAC prior to a home women's basketball game during Winter quarter. We had a script which allowed our executive team to talk about RLC and its function, as well as time for a member of the Recreation leadership team to say some words. We provided food, music, and several tailgate games for everyone to enjoy.

The results were hindered by an internal covid breakout, however the team that showed up hosted the event to the best of their capabilities. While this was a one-time event, planning a similar event in the future may be a great way to promote community and fun. For such an event, as always, effective marketing on all fronts and word-of-mouth is necessary for success. Getting events involved with planning helps sort out issues with our plans and sets it up for success. Competition is also a great driving force that is integral to recreation, so incorporating grander games that instill a sense of competition can help create the desired bonds. Additionally, for future outdoor events, be sure to consider the weather conditions.

E. RECapalooza

We hosted our year end banquet, RECapalooza, inside of RIMAC arena this year, with activities out on the grass in south NCR field following the event. Our goals were to provide an enjoyable and appreciable banquet, with the fun activities to follow. We met those goals by serving food (HDH provided a pasta bar), setting up nicely decorated round tables, and incorporating video elements into our script. It was a very nice, semi-formal event that most participants greatly appreciated.

Feedback for future:

- We used microsoft teams to announce opportunity drawing winners. This could be something to incorporate into a future event, with some real (non gift-card) prizes to be raffled away live, with winners allowed to come up. We also had many winners of small prizes. In the future, a mixture of mostly small prizes with a handful of larger prizes could add to the event.
- We put a lot of energy into decorations, including some awesome mini donuts from broad street donut company, sticker giveaways, and nice center pieces. This is absolutely worth it, as it's impressive and makes everyone feel appreciated.
- We had several RLC students take part in the script. The idea is great, however in order to execute well make sure that all members practice speaking their script into a mic prior to the event to be more comfortable.
- We held the banquet inside of RIMAC arena, which might be larger than necessary for our purposes. The set up had our MC's so far removed - and surrounded by too much open space - that there was a slight disconnect from the audience.
- A pro of RIMAC was using the video board, which we incorporated with pro staff and student staff videos throughout. This was such a great component to our event and should be continued in the future, if the venue makes it possible.
- We advertised early, did our best to use word-of-mouth, and were able to get well over 100 students to show up. This was a successful event, and using marketing early and often again in the future is necessary for that success. A tip: Have all area-leader prostaff be knowledgeable of the event at least a few weeks in advance and give them the materials needed to make announcements for their own student staff about the event. RLC delegates from each area can assist with these announcements as well.

F. EOTM

We brought back Employee of the Month awards in January 2022 after a hiatus during most of Covid remote activity. It was long awaited, and paid off. Celebrating monthly award winners is a great way to show appreciation for our most hardworking and deserving staff who would go unrecognized otherwise. Our winners were Rey Lautenschlager (January), Ria Cohen Gilbert (February), Taylor Onstott (March), and

Sara Jones (April). Winners received a gift basket with goodies, a \$100 STAR award, an invitation for lunch with the Recreation Director, and social media shoutouts.

Some advice:

- Do not let bias be a factor. If a student has multiple nominations, that just means that the prostaff communicated and coordinated their input, not that the nominee is more deserving. Also, do what you can to vote fairly based on nominations, rather than based on knowing or working with a nominee. Both of these occurred multiple times this year, unfortunately. We want our voting system to be as fair as possible.
- Be clear about the nomination window with prostaff. Utilize teams and email to reach out to all prostaff, and after a winner is announced the winner's nominee and prostaff advisor needs to be notified.

G. Leadership Development

During the winter quarter of this year we held a communication-oriented leadership development workshop, run by Denise Oullette. She has deep experience with leadership and team training, and is a great resource for our team. The workshop went very well, helped to further create bonds and foster discussion within our team, and the impacts were noticeable in future meetings. Don't be afraid to change up the schedule and have unordinary activities in place of traditional council meetings from time to time.

H. Canyonview Garden Boxes

RLC was remotely involved with planning the construction and implementation of community garden boxes at canyonview next to the pool. It was a bonding activity for some of the staff, and was a great opportunity that RLC members took advantage of to further our team's interest in sustainability. Similar projects are a great use of RLC time and resources and should be pursued in the future.

I. Beach Cleanup

RLC hosted a beach cleanup in June 2021. For this effort, we gathered resources from RIMAC and drove down to Scripps Beach. In all, 4 RLC members showed up, and we all spent about 2 hours patrolling the beach and Scripps campus picking up trash. While small, this effort is a great way to increase RLC's efforts towards sustainability. We merged this event into our "Rec Gives Back" subcommittee, as should all volunteering efforts which give back to the campus, students, or the environment. For future cleanups, word-of-mouth is the best form of advertisement. Additionally, RLC delegate involvement and participation is necessary to having a successful effort.

Closing words:

The RLC has potential for growth and is on a path towards expansion. The current leadership team and continuing delegates seem determined to achieve many goals, and I expect that they will take not just the RLC, but Recreation as whole, to new heights. Intra-area collaboration does not need to happen only during council meetings. I cannot stress enough how valuable it is to create bonds between people who work in different areas. The RLC is a great place to foster some bonds, but the team should also look to open up opportunities for employees to get together informally and bond. 99% of problems are based on communication issues, so the RLC should be a driver of communication all across Recreation, valuing all employees and positions equally. This includes open communication and cooperation with the co-chairs of the Recreation Inclusion Council (RIC), the Recreation Director and the Recreation Facility Advisory Board (RFAB), and the Student Development Committee (SDC).

Goals developed by the Executive Cabinet for 2022-2023:

- i. RLC will create a program built to last; one with presence (recognition) from Recreation, and one that makes specific changes in Recreation
- ii. RLC will create competitive opportunity for students and pro-staff, and prove the leadership development which RLC provides
- iii. The council will think of RLC as a beneficial resource for each person and program area as a separate unit, understanding the unique aspects and requirements that these units offer.

Trevor Rawdon, RLC Chair (2021-2022)