

SALT LAKE COMMUNITY COLLEGE  
STUDENT CENTER ADVISORY COUNCIL POLICY STATEMENT

I. STATEMENT OF PURPOSE

Salt Lake Community College Student Centers are the campus community center, performing diverse services for the College community. The Student Centers are an organization, and facility designed to support College-wide objectives.

The Student Centers are an integral part of the educational program of the College, and as such, shall support various programs that will complement and supplement the educational opportunities available within the Taylorsville Redwood and Jordan Campuses. It shall, within its capabilities, host and support other agencies and groups presenting events within the facility. In all its processes, the Student Centers encourages self-directed activity and maximum opportunity for personal growth in social competence and group effectiveness among its constituency.

The Student Centers are a non-tax supported facility deriving its support from student fees and revenues generated from space rentals and services offered by the Student Centers.

II. ADMINISTRATION

The Student Centers are administered through the Student Services unit, within the Division of Student Affairs on the Taylorsville Redwood and Jordan Campuses of Salt Lake Community College. It is operated under the direction of the Student Centers Director, who is responsible for implementing policies and procedures governing the operation of the Centers, and for building operation and maintenance.

III. SLCC STUDENT CENTER ADVISORY COUNCIL

There shall be established a council known as the Salt Lake Community College Student Center Advisory Council with membership, duties and responsibilities as set forth below:

The Student Center Advisory Council advises and assists the Student Centers Director in the establishment and evaluation of operational policies. The Director reports to the Assistant Vice President for Student Services in all matters concerning the Student Centers.

- A. MEMBERSHIP - The Salt Lake Community College Student Center Advisory Council shall consist of the following members. Terms shall be as noted.
1. The President of the Student Association of Salt Lake Community College (SLCCSA), or his / her designee, as appointed at the beginning of their term for a one-year term commencing in May through the following April or upon the appointment of a successor. The designee may not be removed from this appointed position except for failure to attend meetings, or as a result of resignation or loss of student eligibility. Member shall have voting privileges.

2. A member of SLCCSA Executive Council or their designee, as appointed at the beginning of their term for a one-year term commencing in May and serving through the following April or upon the appointment of a successor. The designee may not be removed from this appointed position except for failure to attend meetings, or as a result of resignation or loss of student eligibility. Member shall have voting privileges.
3. One student senator selected by the SLCCSA Executive Vice President and confirmed by the SLCCSA Student Senate for a term commencing in August serving through the following April. Member shall have voting privileges.
4. One student selected from a SLCCSA Regional Council who shall be recommended by a Regional VP and confirmed by the SLCCSA Executive Council for a term commencing in August and serving until the following April. Member shall have voting privileges.
5. One student from a multicultural club will be selected at-large in the fall each year. This member will be selected from applicants representing a multicultural student club or organization that is not a member of SLCCSA leadership. The Director of the Office of Diversity and Multicultural Affairs and/or the Clubs and Organizations Vice President (Clubs VP) shall promote the position to student club members, seeking interested individuals who meet the minimum qualifications as outlined below. Those interested will formally accept the position at September's Inter-Club Council meeting (ICC). The person selected will also need to be confirmed by the SLCCSA Executive Council. The Clubs VP should attempt to select representation from diverse areas of the College. Member shall have voting privileges.
6. One student representing a student club or organization will be selected at-large in the fall each year. This member will be selected from applicants representing a student club or organization that is not a member of SLCCSA leadership. The Clubs and Organizations Vice President (Clubs VP) shall promote the position to student club members, seeking interested individuals who meet the minimum qualifications as outlined below. Those interested will formally accept the position at September's Inter-Club Council meeting (ICC). The person selected will also need to be confirmed by the SLCCSA Executive Council. The Clubs VP should attempt to select representation from diverse areas of the College. Member shall have voting privileges.

These students shall serve academic year terms from the date of their selections and until the next selection period appropriate to the position held. Members shall be subject to the following requirements:

- a) Current student in good academic standing
  - b) Expressed commitment to the purpose and philosophy of the Student Center.
  - c) Selected members shall not be employees of the Student Centers or of SLCCSA.
  - d) No members of the council will be compensated from the council.
7. The Chair of the Faculty Senate, or their designee, as appointed in May for a year term. The designee may not be removed from this appointed position except for failure to

attend meetings, or as a result of resignation or loss of faculty eligibility. Member shall have voting privileges.

8. A College staff member (non-academic and not an employee of the Student Centers) recommended by the SLCC Staff Association, and who has an office in the Student Center. Term shall be for two years from date of appointment or until a successor is found. Member shall have voting privileges and be eligible for reappointment for one additional year but shall not serve more than three consecutive years.
9. The Director of Campus/Site Services for South Region or a College staff member (non-academic and not an employee of the Student Centers) recommended by them. Term shall be for two years from date of appointment or until a successor is found. Member shall have voting privileges and be eligible for reappointment for one additional year but shall not serve more than three consecutive years.
10. The Student Centers Director who shall serve a continuous term as an ex-officio (non-voting) member and who shall also serve as the Executive Secretary of the Council and, as such, shall provide a recording secretary at meetings of the Council.
  - a. The Recording Secretary who shall serve as an ex-officio (non-voting) member appointed by the Director of the Student Centers shall be responsible for maintaining minutes/records/files of Council meetings including copies of policies recommended by the Council and shall assure that a permanent file of all council materials is maintained.
11. Other ex-officio members may be recommended by the Council to serve for a designated period not to exceed one year.

## B. MEMBERSHIP REQUIREMENTS

1. All members shall be in good standing with the College.
2. Members of the Council are required to attend all meetings. Three absences within the academic year may result in removal when approved by a majority vote of the Council. Proxies may not represent members during voting.
3. Vacancies shall be filled in the same manner as the original selection except vacant positions for members elected at-large may be filled by appointment by the Council until the next election period.
4. Voting members of the Council shall not be employed by the Student Centers while serving on the Council.

### C. OFFICERS OF THE COUNCIL

1. Chairperson- shall be a student member other than the Student Association President, elected at the first meeting of the Council after the spring semester. The term of office shall conclude at the end of the following spring semester.
2. Vice Chairperson- elected at the first meeting of the Council after the spring semester. The term of office shall conclude at the end of the following spring semester.
3. Executive Secretary - shall be the Student Centers Director who shall serve a continuous term.

### D. DUTIES OF THE OFFICERS

1. Chairperson - shall preside at all meetings of the Council and shall, in cooperation with the Executive Secretary of the Council, schedule meetings of the Council, and have duties in keeping with the office.
2. Vice Chairperson - shall act in the capacity of the Chairperson in their absence. Member shall retain voting privileges when serving as Chairperson.
3. Executive Secretary - He/she shall maintain a complete and timely policy manual containing a compilation of all approved policies governing the operation of the Student Centers which shall be available for public review. He/she shall direct council meetings, appoint a recording secretary who shall record and maintain minutes/ records/files of Council meetings including copies of policies recommended by the Council and shall assure that a permanent file of all council materials is maintained.

### E. RESPONSIBILITIES AND DUTIES OF THE COUNCIL

1. The Council shall serve as an advisory body to the Vice President of Student Affairs and Enrollment Management on matters of Student Center guidelines and procedures and shall recommend these procedures to the College that are deemed necessary to provide for services, conveniences and amenities that the students, faculty, administration, alumni, and guests need in their daily interaction while using the facility, and which are deemed necessary to govern the activities and conduct of the above constituency in or about the premises.
2. Guidelines and procedures shall be recommended by the Council and forward through the Executive Secretary to the Vice President of Student Affairs and Enrollment Management or his/her designee for review. Any changes affecting the structure or occupancy to the Student Center buildings will be brought before this council for review and recommendations.

3. Implementation of guidelines and procedures shall be the responsibility of the Student Centers Director who shall do so under the authority/responsibility vested in the Director as delegated by the Vice President of Student Affairs and Enrollment Management and/or may be outlined in the position description, or in policy or practices established within the College and/or by the Council.