

Memorandum of Understanding

Student Life & Leadership Staff and Student Leadership Council

April, 2013

This document is a joint understanding between the management of Student Life & Leadership and the Student Leadership Council pertaining to the role of the Student Life & Leadership staff and its working relationship with the ASLBCC. This document should be reviewed annually by both Student Life & Leadership management and the Student Leadership Council to ensure a common understanding of roles and purposes. As addressed in article IX section 2 of the ASLBCC Constitution.

Section 1: Composition.

The Management of Linn-Benton Community College shall determine the number of positions of the employee staff that shall be assigned to facilitate the educational program and administrative processes of the Student Life and Leadership Office and programs. The Staff shall consist of individuals assigned to these roles or types of work:

- Advising to the ASLBCC Student Leadership Council,
- Administrative and financial support staff for the Student Life and Leadership office
- Club support and Co-Curricular support and Community Building,
- Management guidance and networking with the College, and
- Other roles with such powers and duties as shall from time to time be determined by the College.

Section 2: Manager and Advisor to the ASLBCC Student Leadership Council.

The Manager and the Advisor to the ASLBCC Student Leadership Council shall be jointly responsible for coordinating training and learning activities for student leadership development.

With guidance of the Manager, the Advisor shall be responsible for aiding the SLC and advising SLC Members in the performance of their duties. The Advisor guides the process of organization formation and recordkeeping, including addressing team dynamics. The Advisor assesses training needs, sets learning objectives for/with each SLC Member, designs skill building activities toward specific learning objectives, and conducts reflective learning dialogues and processes with each SLC Member. The Advisor shall establish weekly meeting times with the SLC President and a minimum of two check-ins per month with each SLC Member, for learning reflection and planning or program review.

The Advisor shall attend weekly SLC meetings. It shall be part of the Advisor's role to assist students in the basic operations of Roberts' Rules of Order and in how to conduct a meeting and group dialogue; it shall also be the Advisor's role to offer limited clarification of College policies, rules, and resources in dialogues before the Council. With permission of the Chair, Students may ask to "consult" the Advisor

during an SLC meeting and may then pose a question for brief response to the Advisor. The Advisor may also request to offer brief “points of order” or “Advisor Cues” during meetings with the purpose of aiding the group in movement toward their goals. The SLC President shall provide the Advisor feedback on how well he or she is meeting the needs of the SLC and may make direct requests to the Advisor for specific types of support from the Advisor or staff team. The Advisor shall assign all support work to staff.

The Advisor provides historical and institutional context and direction to assist students in accomplishing their goals while following college policies and procedures. The Advisor tracks and monitors budget expenditures and fiscal planning and reports discrepancies to the SLC. The Advisor trains students or refers them to the appropriate college staff for processing payment requests, vouchers, scheduling rooms, ordering food, setting up events, and coordinating logistics. The Advisor ensures that health, safety, the student conduct code, and leadership principles remain at the forefront of all planning and event execution.

The Advisor networks students to campus and community resources and personnel and assists SLC leaders in addressing concerns within the team. The Advisor also serves as the liaison between SLC and the VP Administrative Office of Student Affairs for purposes of determining student eligibility, coordinating joint meetings, reporting student conduct violations by SLC Members, and coordinating outreach to and services for students. The Advisor travels with students, as necessary for safety and leadership development.

It shall not be the responsibility of the Advisor to ensure that every student event is successful; it shall be the responsibility of the Advisor to ask students to present a plan for activities and events and to attempt to discuss that plan with an eye to learning about event management, leadership, and personal/professional growth.

It shall also be within the purview of the Advisor to hold students accountable to office hours, projects, and responsibilities undertaken; should the Advisor deem a student is not fulfilling responsibilities, the Advisor shall use the following steps to raise concerns: 1) Discuss with student and allow brief time to modify performance; 2) If performance continues not to meet standards, discuss concerns with the Student Life Manager; 3) Immediately following Step 2, discuss concerns with the SLC President and Vice President (If the concern is with the President or Vice president, the next in line of succession would fill that role) and inquire as to their perceptions of performance of duties. At this meeting, agree upon appropriate next steps, including method to notify student of concerns about non-performance and appropriate next steps (further counsel, formal review of performance, and/or other action). Where the SLC and Advisor agree a student has been in non-performance, a written agreement shall be created setting out a work plan for the student if that student is permitted to remain on the SLC, with check-ins every two weeks. If the student continues in non-performance, the Advisor shall notify SLC and Judiciary board in writing, with a detailed list of examples and concerns.

Section 3: Support Staff.

The Support Staff shall oversee the funds of the Hot-Shot Cafe, shall assist in the advising duties to the SLC and SLC committees, and shall serve to assist the ASLBCC in maintaining all levels of abiding by the governing constitution, Bylaws, and Linn-Benton Community college policy. The work of the support staff shall be divided and assigned by the Student Life and Leadership (SL&L) Manager and coordinated daily by the SLC Advisor. Support staff shall process budget, fiscal, and human resources paperwork; request eligibility checks; report grant awards; gather event information; post information to the College calendar; produce requested publications or flyers for the College; assist student leaders in knowing how to produce publications or flyers for their programs; assist and train student leaders in how to reserve rooms, order food, coordinate event details and logistics; maintain official files and records of the Staff Office of SL&L; perform routine personnel functions; assist with greeting and reception in the Student Life Office/Student Union; train work studies; partner with students in marketing, publications, web design, and promotional outreach to the student body; and help student life have visibility at various campus events, like Diversity Day, Job Fair, Career Fair. Support staff shall also provide general support, guidance, and training to Clubs and Co-Curricular programs, their student leaders, and advisors; all spending and paperwork shall be gathered and distributed through these staff before forwarding to appropriate college departments. Support staff will create and maintain a Club Handbook, open sites for clubs on the web, and will keep permanent club records.