Non-Academic Department Review
Student Activities
Jorge Tennin
Assistant Director

Fall 2015 - Spring 2016
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Summary</td>
<td>1</td>
</tr>
<tr>
<td>Proposed Initiatives</td>
<td>8</td>
</tr>
<tr>
<td>Meeting College Outcomes</td>
<td>11</td>
</tr>
<tr>
<td>Department Description</td>
<td>12</td>
</tr>
<tr>
<td>Service to the College</td>
<td>17</td>
</tr>
<tr>
<td>Student Activities and Multicultural Students</td>
<td>20</td>
</tr>
</tbody>
</table>
EXECUTIVE SUMMARY

OVERVIEW OF PRIMARY FUNCTIONS

The success of students at the College of Lake County is aided in part by the services offered by Student Activities, which serves the student body through the promotion of student engagement. This is accomplished by assisting students in starting and participating in clubs, offering diverse student programming and activities, providing leadership opportunities, and helping to retain students. The Student Activities office consists of: (1) Assistant Director, Jorge Tennin, (1) Office Associate, Mardianne Chaput, (1) part-time Bookkeeper, Maureen Jost and 4-5 student workers. Student Activities houses several co-curricular initiatives: Phi Theta Kappa Honors Society, Program Board, Student Government Association, The Chronicle student newspaper, and the CLC Radio Station. Student Activities also is responsible for reviewing and managing the budget for the above programs and the 40+ student clubs and organizations it houses.

Student Activities is part of the Student Life department, which also includes:

- Athletics
- Health Services
- Children’s Learning Center
- Multicultural Student Center
- Women’s Center
- LGBTQ+ (Lesbian, Gay, Bi-sexual, Transgendered and Queer) Center

In effect, Student Activities serves as the College department that offers a variety of professional, personal, academic and entertaining initiatives to the CLC campus and the community. In doing so, Student Activities follows the College’s Core Values: Quality, Diversity, Integrity, Accountability, Learning and Service (QDIALS).

Quality

The Student Activities office manages clubs through an educational standardized process by managing students’ balance of engagement inside and outside of the class. Students are required to maintain their grade point average in good standing. We teach students to value their college experience and truly understand the importance of student engagement. For example, student club and organization officers are responsible for managing their budgets, and students have the opportunity to serve on the Budget Review Committee to recommend the student fiscal year budget. Student clubs and organizations also must write their own constitutions and/or bylaws.
per the guidelines of the Club Manual. Student clubs and organizations create activities and events for their membership, the College community and outside community.

Student workers and club/organization leaders are trained to work effectively and efficiently, conduct themselves as representatives of the College, and comply with College policy as well as federal and state mandates, such as the Jeanne Clery Act, Title IX, and the Health Insurance Portability and Accountability Act (HIPPA). They are also taught basic operations of the office and about major programs and services of the College in order to respond effectively to students and other visitors. They are trained in customer service skills through Student Life’s Three Ps program: to render services in a professional, positive and polite manner to help ensure that students, faculty and other guests leave the Student Activities office informed and satisfied.

Diversity

Students that come to the Student Activities office are aided and served regardless of race, sex, national origin, religion, sexual orientation, gender identity or expression, or any other protected status. Students are encouraged to join existing clubs based on any common interests, and students can also propose to create a club based on new interests by completing procedural steps to register the club officially within Student Activities. The Student Activities office works hand-in-hand with the Multicultural Student Center (see Multicultural Student Center, pp. 21 - 24), which is also funded by the Student Activity Fee budget (Fund 10) and provides services to the multicultural clubs. The Assistant Director of Student Activities and the Manager of the Multicultural Student Center serve on the Student Development Committee of the Diversity Commission, and advocate for cultural sensitivity, awareness and support through their student programming and activities. We follow common diversity interests of students by surveying what multicultural clubs and organizations would like to see more development on, such as:

- The retention of African-American and Latino males and how to keep them enrolled
- Improvement in services for undocumented students
- The acceptance and Safe Zone areas for all students
- Student panels to raise awareness of students’ ethnicity
- More cultural sensitivity courses or seminars

Integrity

In order to maintain financial integrity, the Student Activities office provides routine budget reports to clubs and organizations which include expenditures from activities and revenues from fund-raising functions. This notice serves to ensure Quality of Service (QoS) and provides a paper trail for historical tracking of club spending and revenue. It also creates transparency and allows college administrators and third-party auditors to effectively review budget activity and history. As mentioned earlier, a student Budget Review Committee reviews and makes recommendations for the annual club budgets, which are then presented and approved through student governance. Student Activities funds (Fund 10 and Fund 28) are used for programs,
events, activities, materials, and supplies that are expressly for currently enrolled students. Student Activities aligns their budget and spending processes and practices with direction from the Business Office and College policy. Student Government Association and clubs follow their constitutions and bylaws to help maintain governance. Records are kept electronically and in hard copy to ensure duplicates exist in case a copy is lost or accidentally destroyed.

**Accountability**

Clubs are held accountable for their activities and events by completing an Activity Request Form and following through with their event. Club officers complete a form and have it approved and signed by their club advisors in order to have an event. On the form, they must request the date, time and location of the event as well as alternate locations and times. They must also indicate how many they anticipate will participate, if audio/visual is needed, number of tables and chairs needed, etc.

When working with individual clubs, the Student Activities office holds the club, including the club advisor, responsible for getting all paperwork in and following through with their activities by following up with the club in planning and preparation. Student Activities staff make sure the students are preparing for their event and offer our support in order to ensure programming continues to be available for the student body.

Students who violate College policy are held accountable for their actions. All student employees receive training, which includes student conduct and information about College policies. They must sign a Behavioral Expectations Contract before starting work. Students participating in College activities are reminded that they represent the College and must act appropriately. Students traveling must read and sign a Student Activities Behavioral Contract, agreeing to appropriate conduct and to uphold College policy.

**Learning**

The Student Activities office serves as a learning environment for student workers, co-curricular programs, and clubs and organizations. The Student Activities office serves as a teaching environment for student leadership, including new club officers, by helping them understand the daily process of an active club. For example, they learn how to handle club finances, facilitate meetings and program events, and maintain club information. SGA members and other student leaders learn about the student governance process, leadership skills and civic responsibility. Program Board students learn how to develop and design promotional materials, and business and marketing skills; The Chronicle staff learn responsible reporting, which is directly connected to a Journalism course; and Lancer Radio provides hands on experience on how to become a DJ and on operating a station.

For student workers, working in Student Activities offers important job training in developing interpersonal skills and also learning about College and department policies, managing club information, writing reports, creating spreadsheets, time management, responsibility, and building connections with other students, staff and faculty members. Student workers also get plenty of opportunities to interact with other Student Life offices.
The information in the box below, based on latest IEPR information, shows that the students who are involved with clubs and organizations currently maintain a higher grade point average than students who are not. This is measured by:

- **Club Re-charter forms** - Each student is listed, including club officers and members. GPAs are identified and tracked through this process. This also shows our retention rates for clubs. The forms are due every fall semester.

<table>
<thead>
<tr>
<th>Engaged Students’ GPA involved in Student Activities</th>
<th>Fall 2015</th>
<th>Cumulative GPA = 2.99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Engaged Students at CLC</td>
<td>Fall 2015</td>
<td>Cumulative GPA= 2.69</td>
</tr>
</tbody>
</table>

Club and organization progress is also tracked and recorded in the following:

- **Campus Leaders for Community Service (CLCS)** - Individual students, clubs or organizations signed up for this program are required to complete 1 community service project on campus and 1 off campus per semester. Once they complete the project, they have to fill out a CLCS completion form signed by the facilitator of the event and submit it to Student Activities to receive full-credit. Once credit is received, they qualify for a co-curricular transcript (see below). These completed forms are kept in the Student Activities office for data collection and referral.

- **Student Success Reports** - This monthly report that is completed by the Assistant Director of Student Activities and approved by the Dean of Student Life, records activities and events that occurred each month by the clubs/organizations, how many people attended, services delivered, and any outcomes.

- **Co-Curricular Transcripts** - All student awards, leadership service, committee work and other achievements, once completed, can be captured on this document. Students who qualify meet with the Assistant Director of Student Activities to go over their engagement throughout each semester. This follows them if they transfer to a higher education institution to highlight their involvement. Most scholarship and school admissions applications look favorably on students who have done community service, led College initiatives, and participated in other college programs. A co-curricular transcript provides evidence that students have been involved and engaged throughout their college career.

### Service

One of the most important aspects of the Student Activities office is its services to the student body and college community. Since Student Activities is situated near one of the main entrances of the school, it often serves as an information desk, so it is extremely important that the front office staff and student workers practice Student Life’s Three Ps, as described earlier.
Student Activities staff serve student groups and college members in a variety of ways, including assisting with managing club budgets, publicizing student events, collaborating with faculty/academic programs for student outreach and education, and programming college-wide activities. The Office has a number of resources, forms and processes to assist its stakeholders, including but not limited to:

- Purchase Requisition Forms (asking to buy goods/services for events)
- Travel Requisition Forms (asking to travel somewhere using CLC services and funds)
- Club Re-chartering Forms (creating/continuing a club and tracking GPA and club membership)
- Club Manual
- Student Worker Training Manual
- Interclub Council meetings
- Annual Advisor Information Session
- Budget Review process

Last year, Student Activities also formed a Student Experience Team (SET) to provide feedback and help improve College services. SET is made up of 6 – 10 students who represent various student groups. They come together to focus on shared student experiences in order to improve the collective CLC student experience. While one or two SGA members sit on the team, student representation is intentionally varied in order to provide different student experience and feedback. SET’s mission is to serve CLC’s diverse student body by recommending, through student governance, programs, processes and procedures that would help promote enrollment, retention, completion, involvement, and accessibility, and to support a sense of community that would ultimately lead to student success. Representatives from different college offices, programs, projects and services inform SET about their function and purpose. Student feedback and any recommendations are recorded in the meeting minutes. Sometimes action is taken immediately. Otherwise, Student Activities follows up with the office or program the following semester regarding possible implementation recommendations. SET goals are:

1) Diversity - Create more opportunities for students to be involved in providing awareness and training on student diversity and understanding the experience of all student groups.

2) Academic Support and Other Services – Increase communication about academic support and other services offered and more flexible hours to meet the needs of day and evening students.

3) Access to Education – Provide services and programs that allow students easy access to the different campuses and their resources, and increase financial support and awareness to help students pay for college.
PROPOSED INITIATIVES OVER THE NEXT FIVE YEARS

The main goal of the Student Activities office is to provide services, opportunities and support for students to be engaged in leadership and campus life on all three campuses. Below are major initiatives to help the Student Activities office continue to meet its goals:

Cost Effectiveness

One way to lower costs for Student Activities is to increase revenue for clubs through more fundraising activities, more collaboration with faculty who will perform gratis speaking engagements, community donations and sponsorship, and maximizing retention efforts.

Fundraising provides autonomy for clubs to disperse their funds how they see fit while following Student Activities rules and regulations. Some speaking engagements can be achieved by collaborating with faculty versus hiring an outside source. A conscious effort to increase community involvement through sponsorship and donations of events will be a future focal point. We will offer events supported by donor funds or other gifts when possible, which can also foster partnerships between CLC and local businesses and agencies.

In the fall of 2015, Student Activities had a total of 217 students that filled out the Re-charter form (210 retained). When the students transitioned to the spring of 2016, we had an increase of 307 more students who were added to the Re-charter forms (this includes multicultural club students).

According to George Kuh (1986), students who are involved outside of the classroom have higher retention rates. In the 2015 – 2016 academic year, there were a total of 517 student members in Student Activities co-curricular programs, clubs and organizations. Potentially, Student Activities contributes to the cost effectiveness for all involved full-time students in the past academic year.

- Full-time enrolled students in Student Activities = 517
- Cost per credit hour per student = $129
- Full-time =12 hours
- $129 x 12 = $1,548
- 517 x $1,548 = $800,316

This breakdown shows the importance of retaining our engaged students. If we were to retain all of them from fall to spring semester, that would be a potential $1,600,632 for the College. In the upcoming academic year, efforts to create a more effective retention strategy will be a focal point for SGA and Club President meetings.

Increasing office functionality

1. Hold a club advisor information session during the faculty/staff development week EACH semester instead of just fall semester.
   a. This session should be preceded by an open information/solicitation session for interested advisors, and a new club advisor Q & A with returning advisors.
b. Provide the opportunity for clubs to make suggestions for improvement within Student Activities

2. Update the Club Manual annually.

3. Update the CLC Club Advisor Handbook annually.
   a. This will reflect updates in the Club Manual and also include tips and ideas from current club advisors, as well as updated roles and responsibilities.
   b. Create a standing Club Presidents meeting to guide them in leading their clubs on:
      1. How to run a meeting
      2. How to manage the club budget

4. Increase Financial Transparency.
   a. Show clubs their budget status by holding a Club Budget meeting bi-weekly, facilitated by the Student Activities Bookkeeper.
   b. Update expenditure/deposit information during Club Budget meeting bi-weekly. Clubs will have the opportunity to deposit funds, receive balances, and answer questions during this meeting.

5. Review punitive measures for clubs (i.e. absences/lateness to ICC meetings, turning in late paperwork).
   a. Enforce appropriate measures/penalties for clubs while still allowing them the ability to function.
   b. Show how to increase involvement in club initiatives. The Club Budget updates will give the Student Activities office and bookkeeper an opportunity to meet.

6. Increase educational/training aspect of all ICC meetings.
   a. Make these more productive for clubs to learn and grow by bringing in presenters on relevant topics such as diversity and program promotion, assigning collaborative projects, and offering more community service opportunities for clubs.
   b. Invite departments and community representatives to ICC meetings to collaborate with clubs and increase volunteer, job and internship possibilities for students.

7. Streamline club forms and improve accessibility.
   a. Conduct training with clubs to allow transition of duties from one officer to the next.
   b. Convert online forms to fillable forms for online submission.
   c. Continue to update advisor/club information on forms and website.
   d. Update the Re-charter form to show student demographics and projected graduation day. This will project when the student transfers to another college/university.

8. Increase overall communication and consistency with Student Activities Clubs.
   a. Identify a point person from the Student Activities staff whose responsibility is to provide important communication to clubs and organizations. Their primary responsibilities will be to:
      i. Send out weekly email reminders of events
      ii. Inform students upcoming meetings and initiatives
      iii. Attend all ICC and budgetary meetings so reminders are sent out
   b. Have monthly Club President meetings (as described in 3b above).
To meet these goals, here are the action items to begin Fall Semester 2016:

1. Work with TLETC to schedule at least two club advisor information sessions during each faculty/staff development week.
2. Review the current Club Manual with SGA, and create a Club Advisor Handbook for Fall 2016, which will reflect information in the Club Manual, and also include tips and ideas from current club advisors as well as roles and responsibilities.
3. The Bookkeeper will run budget updates twice a week. Each club should receive a budget update in their mailbox at the beginning of the week.
4. The student government Budget Review Committee, which is made up of the SGA Treasurer, five to seven representatives from other clubs, and the Bookkeeper, will look at all the club requests that are received, and determine a budget based on criteria of use of Student Activity Fee.
   a. We will review any need for extending the timeline for budget appeals for future budget applications.
   b. All clubs/organizations can send a proposal to SGA to solicit the use of the Student Activity Fee dollars for specific events/projects that are above and beyond the financial capabilities of the current club budget at any given time.
5. Request feedback on a consistent basis from club advisors and club members about holding clubs accountable, while avoiding unnecessary punitive measures and still allowing the clubs to function and meet their purpose.
6. Coordinate ICC meetings to be more educational and productive for clubs to learn and grow. Employ some of the leadership sessions from Succeed at CLC and Campus Leaders for Community Service (CLCS) in addition to the Club Budget updates. We will also look at educational topics, presenters, and ideas on how to make ICC meetings more productive for our clubs.
7. Continue to have all club/organization forms located on the CLC intranet.
   a. The forms are broken out into categories required of the clubs to turn in for various activities. We will add brief explanations to the contract levels as well.
   b. All Student Activities club/organization forms will be online fillable forms.
8. We will keep a more up to date club advisor and president roster in the Student Activities office, but remove this information from the club/organization information pieces. We will keep the club names and brief mission description, and will direct them to contact Student Activities for information regarding specific clubs.
   a. This means that every time a club advisor or president changes their club information, they must notify the Student Activities office to post for students.
   b. We will have three designated club Rise TVs (Informational HD TVs) for posting meeting dates, times, locations, contacts, events, and any other campus life information that can stay posted for up to a full semester.
   c. We will work on a process with IT and PR to make posting information on the CLC club webpages easier.
   d. We will put club information on Blackboard Community. This will be another way to track club events and activities.
9. We will review and streamline packets of information and paperwork.
a. Each new club will complete the entire New Club Packet and meet with the Assistant Director of Student Activities to establish their Club Charter prior to becoming an official CLC club/organization. This process must be completed within one week of filling out the New Club Packet.

b. Returning clubs must complete the entire Re-charter packet each fall semester. Each spring semester, clubs need only submit an updated affiliation form with their national/regional information (if applicable), along with advisor and club officer information.

**Exit Interviews**

At two-year institutions and commuter schools, the turnover rate for students involved in clubs and organizations is high, as they typically transition on to a career or a four-year institution. Exit interviews conducted after midterm of a student’s last semester will allow us to gain information from involved students and help make improvements to Student Activities. The interview will include the following:

- a) When the student is leaving.
- b) Reason for leaving (i.e. transfer to two-year or four-year, job, military, etc.).
- c) Where the student is going (i.e. name of college, kind/location of job, etc.).
- d) For club/org. officers, before leaving CLC, is the student willing to train an incoming officer taking his/her place?
- e) Skills and lessons the student learned while being a part of the club or organization.
- f) The student’s short and long-term goals.

**Co-curricular Transcripts and follow-up**

Co-curricular Transcripts are designed to show evidence of student engagement and can accompany a student’s academic transcript if he/she transfers to another college, or can be included with a job resume. A co-curricular follow-up will allow the Student Activities office to collect data to determine if the transcript actually helped the student at his/her next educational institution. Student Activities will retain the student’s updated demographic information and follow up with the student to see if the Co-curricular Transcript has helped in any way. Students will be specifically asked if they received any type of benefit, whether it is academic, personal, or social. For example, if they received a scholarship due to holding a leadership role, continued with a similar club or organization, or continued to engage in community service as in CLCS. Student Activities will record and measure the results by sending out surveys to students and determine if or ways in which the Co-curricular Transcript is valuable.

**MEETING COLLEGE OUTCOMES**

Students who enroll in Student Activities will be benefit from the College’s student learning outcomes:

- a) **Critical thinking**
• Articulate policies and procedures through the Club Manual, Interclub Council, student worker training, and club/org. bylaws and constitutions.

• Recognize their role in the club/org. and how their role fulfills the mission of the department as influenced by club advisors, managers and dept. staff and administrators.

• Identify specific position responsibilities in relation to College goals and policies (e.g. student leaders represent the student body and College, and uphold College policies).

b) **Diversity and social justice**

• Gain knowledge of demographic categories and social identity labels, such as race, ethnicity, and transgender; appreciate and celebrate cultural differences; and be culturally aware and sensitive to others’ needs by participating in various diversity programs developed by the Multicultural Student Center and other clubs and organizations.

• Participate in Campus Leaders for Community Service, which requires civic engagement and volunteerism on and off campus.

c) **Information literacy**

• Learn office and College procedures and services in order to provide accurate information to students and other visitors.

• Identify personal strengths and areas of improvement in relation to their role within their club/org. or within the department.

• Demonstrate independence in decision-making, especially for club officers and other student leadership.

d) **Oral communication**

• Express (verbally and non-verbally) oneself clearly and positively to others through student worker roles, Leadership Workshops, Student Experience Team (SET), Succeed at CLC conference, and other programming for students and the College community.

• Present detailed and accurate information about recent projects completed or data they have collected to their club/org., ICC, or other program or event.

• Demonstrate effective listening skills.

e) **Technological competency**

• Learn about data collection and processing by enrolling in Excel and Google docs. Training offered by the college.

• Learn about Outlook and other Microsoft features.

• Learn how to work in collaboration with IEPR department to retrieve student demographics and other data on specific student groups.

**DEPARTMENTAL DESCRIPTION**

A student’s level of involvement in campus life can have a direct impact on the quality of his or her college experience. Student involvement compliments a student’s academic experience by creating opportunities to develop and improve those skills learned in the classroom while
introducing new skills outside of the classroom. Involvement on campus is also recognized by many employers as an asset and encourages students to develop career and leadership skills obtainable through participation in campus clubs and organizations. Through the Student Activities office, students are provided the opportunity to become involved in campus life, to help bring about positive change, and to become effective leaders. In addition to over 40+ clubs and organizations, we offer leadership opportunities through our Student Government Association, Program Board, The Chronicle, Lancer Radio, Campus Leaders for Community Service, and Phi Theta Kappa. Student Life at CLC is further enhanced through programs such as CLC’s Athletics and the Illinois Collegiate Skyway Conference. Here are the descriptions of each co-curricular initiative:

a) **Student Government Association (Student Senate)** - SGA is the official representative body of the CLC student population. Executive officers and the SGA actively address and represent students’ needs, concerns and interests through acts of leadership, governance and service. The 2015-16 Executive Branch (elected positions) are: **President**: Connor Mallon; **Vice President**: Carlos Catalan; **Treasurer**: Carlos Salgado and the Senators are: Bradley Efflandt, Kelly Trock, Sara Nunez, Anthony Sims, Bernard Kondenar, David Duarte, Rajjin Albino, and Mahdi Boucetta. The **Student Trustee** is Yesenia Mata. An SGA senator and officer must do the following:

- Fairly represent the diverse interests of the student body during one’s term.
- Uphold the Student Government Association constitution.
- Initiate legislation to address student related issues and affairs.
- Become familiar with, understand and use parliamentary procedures.
- Participate and attend weekly SGA meetings.
- Maintain a minimum preferred GPA of 2.5 (preferred 3.0 for officer positions) and maintain enrollment in no less than 6 credit hours.

The head SGA advisor is Jorge Tennin, Asst. Director of Student Activities, and this year’s co-advisor is Jamilynn Mroziniski, Women’s Center Clerk, CLC alum and former SGA Senator.

SGA leaders have been particularly accomplished this year and have been supported in applying for awards and scholarships that recognize their achievements. Yesenia Mata was the first CLC Student Trustee to win the Gigi Campbell Student Trustee Excellence Award, Carlos Catalan was a finalist in both the Jack Kent Cooke Scholarship and the Illinois Student Laureate Award, and Connor Mallon received a full academic scholarship to Elmhurst College along with the opportunity to intern with local State Senators over the summer. SGA also recognizes major achievements of all the student clubs and organizations at the annual Silver and Sapphire Banquet in May.

b) **Program Board** - The advisor is a Digital Media full-time faculty member, Michael Kozien. Throughout the academic year, Program Board sponsors exciting activities on campus. This group of talented interns works with staff to plan and promote a wide
variety of social, educational and recreational events. Paid interns are selected each semester. There are four Interns that specialize in marketing and publication. If budget allows, they attend two conferences per year; ICCSAA Conference (Illinois Community College Student Activity Association) and NACA Conference (National Association of Campus Activities) to gain activity initiatives to bring back to the College and provide free of charge to the students. Some successful events Program Board produced on campus were:

1. Mid-Term and Finals Study Breaks - over 500 students participated in games, snacks, and stress release exercises.
2. Indoor Movies - 350 students, their family members, and staff enjoyed recent blockbuster movies for free, such as Captain America, Jurassic Park, and Star Wars.
3. Energize to go - Approximately 1,000 students received energy bars offered for day and night classes to help give students a final burst of energy to make it through classes. Information about Student Activities and club/org. events were passed out.

c) The Chronicle - This is the student-run newspaper for the CLC community. The advisor is John Kupetz, a Journalism full-time faculty member whose advising duties are embedded in his teaching load. Students can participate in the newspaper as staff writers or editors. Every other week, The Chronicle prints the latest College and community news, sports, entertainment and other news-worthy happenings on campus to keep students well-informed. The program is working to improve the quality, awareness and accessibility of their online paper.

d) Lancer Radio (CLC Radio Station) – This is CLC's student radio station. The advisor and station manager is a full-time Human Services faculty, Mick Cullen, who has extensive experience with local radio and has been highly involved in Student Activities for several years. Student DJs do shows covering most of the 8 a.m.-5 p.m. hours Monday through Friday each week. Last fall, they benefitted from a formal partnership with local radio station, WRLR, with an online streaming and FM radio contract. The advisor has been granted a sabbatical for the upcoming academic year to research funding and licensing opportunities for continued FM broadcasting and making other improvements to the program.

e) Campus Leaders for Community Service (CLCS) – This program encourages high-achieving students to engage in extracurricular activities that foster intellectual and personal growth, and civic engagement through volunteerism and service learning. The program is made up of various clubs and organizations, including SGA, and is coordinated by the Asst. Director of Student Activities. The requirements are to:

- Attend a one-day conference in the fall that introduces the program’s requirements and features a keynote speaker focusing on being an effective leader.
- Complete four educational sessions through the Leadership Workshop series usually offered as one-day seminars, each focusing on a different facet of leadership and career development.
- Complete four hours of volunteer work such as participating in Make A Difference Day or Martin Luther King Jr. Day of Service.
- Complete one on-campus, such as collecting children’s books for low-income schools and families, and one off-campus community service project, such as participating in American Cancer Society’s Relay for Life.

Benefits of participation:
- Explore the world of work including career possibilities and how to search for jobs, prepare a resume and meet professional expectations.
- Gain the ability to work collaboratively, lead and support others, and to speak in public.
- Become a more independent thinker, able to take the initiative and assume responsibility for one’s own actions and decisions.
- Become more effective as a verbal and nonverbal communicator, learning skills to apply in personal, academic or professional contexts. And, learn to organize ideas coherently and successfully articulate them to different audiences.
- Improve decision-making abilities and organizational skills, including time management, budgeting and setting goals.
- Develop a sense of purpose and self-awareness that can be sustained after the program.

In the past year, of the 517 students in Student Activities, 343 participated in CLCS (approximately 70%). This participation included community service and volunteerism such as:

- Church visits to discuss with high school students the importance of college
- Cleaning bed linens for the homeless
- Preparing meals and serving the homeless
- Visits to nursing homes to spend time with elderly residents
- Packing food and other essentials to fight hunger
- Collecting toiletry items for veterans and troops serving in Afghanistan

f) Service Learning Program – This new program will be established Fall 2016, which will house CLCS, support programs like Make a Difference Day, and assist like-minded clubs including the Volunteer Club and Social Action. $4000 designated for service learning programs previously under Career and Placement Services, has been transferred to Student Life to cover the cost of the national Campus Compact membership, which will assist CLC in obtaining a VISTA individual to serve as the advisor of the program. This program will support volunteerism and civic engagement, and will work with the Counseling, Advising and Transfer Center to provide co-op credit and the Volunteerism course to students engaged in the new program.
Phi Theta Kappa - is an international honor society for community college students. The advisor is Bob Lossman, a full-time faculty member in the Arts department. More than 800 students are members of CLC’s chapter, Alpha Alpha Pi. In order to be eligible, twice a year, CLC’s chapter advisor sends letters of invitation to students meeting these eligibility requirements:

- CLC GPA of 3.5 or higher
- 12 credit hours or more earned
- A one-time membership fee

Benefits of members: All of CLC’s chapter may apply for prestigious Phi Theta Kappa scholarships using one application. Members have earned such premiere scholarships as the Coca-Cola Community College Academic Team Gold Scholar and the Hites Transfer Scholarship, and this year two students were named All-Illinois Academic Scholars. Many universities provide excellent transfer scholarships and tuition reductions for Phi Theta Kappa members. Other benefits of membership include:

- Social interactions with other high-performing students
- College and community service opportunities (through CLCS and other programs)
- Leadership experiences
- Opportunities to attend regional and national conferences

Illinois Collegiate Skyway Conference - This community college partnership consists of eight members who compete in twelve sports for athletic conference championships. In addition, the conference hosts co-curricular events from the fine arts and academic departments. The Illinois Skyway Conference is governed by the Athletic Directors and Co-Curricular Representatives who report to the Board of Control, who, in turn, reports to the Presidents Council. Illinois Skyway member colleges belong to the National Junior College Athletic Association and are located in Region IV of the NJCAA. Region IV consists of 26 junior colleges in Northern Illinois. At the end of each season, all teams compete in post season play for a berth in the National Finals. Visit: www.njcaa.org to get up to date national rankings and individual statistical leaders for most sports.

The Illinois Skyway Collegiate Conference affirms the importance of college completion and recognizes that student engagement and full-time enrollment are major contributors to student success. Through athletic and co-curricular competition, the Illinois Skyway Collegiate Conference provides significant support for initiatives such as Complete College America and Achieving the Dream. In a “results driven” environment, the ISCC affirms and recognizes its contributions to student academic success and college completion. Some notable wins CLC has had in this year’s Skyway competitions include:

- **Writing**: 1st place for Drama – “The English Class,” by Larry Rockoff, and 3rd place for Poetry – “Hints of Fall,” by Tomoko Funahashi
• STEM: 3rd Place Engineering, Math and Technology - Oscar Araiza Bravo, Nathaniel Bleier, and Wes Hampson; 2nd Place Biological Sciences - Yunyi Xing; and 3rd Place Biological Sciences - Sarah Zeman and George Vasukyev

SERVICE TO THE COLLEGE

• The Student Activities office serves as a unit of extracurricular engagement for students outside of the classroom.
• The Student Activities office provides leadership opportunities and houses all of the major student leadership groups, including Student Government Association, of the College.
• In collaboration with the programs of the Student Empowerment Center, including the Multicultural Student Center, the Student Activities Office promotes various diversity initiatives, programs and events for faculty, staff, students and community.
• The Student Activities office houses several co-curricular programs, including Program Board, *The Chronicle* and Lancer Radio that provide students with hands-on experience and skills to help prepare them for specific careers.
• Student Activities provides opportunities for students to be involved in shared governance through SGA, committee and commission work, as well as participation in various projects and initiatives like AQIP and the Master Plan.

**Student Activities Staff**

Internal/External Stakeholders: CLC students, CLC faculty, staff, and administration, Lake County citizens, and Illinois Community College Student Activities Association (ICCSAA) Members.

1 Assistant Director: Jorge Tennin- Responsibilities include but are not limited to:

• Direct, coordinate, and evaluate the activities of personnel, including support staff and several student clubs and organizations.
• Develop and maintain a comprehensive, strategic purpose and vision for the Student Activities area.
• Establish operational policies and procedures and make any necessary modifications, based on analysis of operations, demographics, and other research information.
• Participate in faculty and college committee activities.
• Advise students on issues such as progress toward graduation, networking, and career decisions.
• Promote the college by participating in community and national events or meetings, and by developing partnerships with industry and secondary education institutions.
• Formulate strategic plans for the institution.
• Plan, administer, and control budgets, maintain financial records, and produce financial reports.
• Recruit, hire, and train, departmental personnel, including support staff, student workers and clubs and organizations.
• Represent CLC at community and campus events, in meetings with other institution’s personnel, and during accreditation processes.
• Develop policies and procedures relative to Student Activities and community standards.
• Support Multicultural Student Center and oversee Program Board in order to maintain activities and cultural sensitivity awareness for students.
• Advisor to Student Government, Phi Theta Kappa, CLCS, Men of Vision, Real Men Talk and Black Student Union.
• Work closely with the Dean of Student Life to meet task deadlines.
• Serve as a facilitator for SET (Student Experience Team).

1 Office Associate: Mardianne Chaput- Responsibilities include but are not limited to:

• Process room reservations (for meetings & events) for all CLC Clubs & Organizations on campus through the R25 program.
• Work closely with Facilities to be sure all items are included on reservations for setup (room layout and resources) and catering needs.
• Maintain Club files with confirmations of each event. Share confirmations with each group by email and copy to club mailbox.
• Assist with planning & organizing the Student Activities Fair each semester.
• Assist with Freshman Welcome before the start of fall semester each year, as needed.
• Assist with ICC meeting planning (3 each semester).
• Maintain a “Cash Box” calendar to assist Student Activities Bookkeeper in having boxes available for all fundraising events on campus.
• Maintain a “Regular Club Meeting” spreadsheet with up-to-date information of meeting dates, times, location and advisor’s information. Modify as needed.
• Maintain calendar of Student Life events on master calendar.
• Attend bi-weekly Student Life staff meetings, record minutes, transcribe and share with all members.
• Attend monthly SET (Student Experience Team) meetings, record minutes, transcribe and share with all members.
• Attend weekly SGA meetings, record minutes, transcribe and share with all members.
• Support SGA (officers & senators) with all secretarial support, supply ordering, flyers and event planning, etc.
• Coordinate transition from one SGA Senate to the next year with Advisors – through the election process. Arrange for “public forums” and election debates.
• Coordinate SGA planning of the annual Silver & Sapphire Banquet held in May each year.
• Coordinate the ICCTA full-time and part-time faculty award process each spring.
• Assist at the front desk in the absence of a Student Worker, as needed, to greet students and visitors.
• Secretarial support to Jorge Tennin (Assistant Director of Clubs & Organizations) as required.
• Perform other related duties as assigned.

1 part-time Bookkeeper: Maureen Jost- Responsibilities include but are not limited to:
• Coordinate and communicate all requests for expenditures, status of account balances, and office procedures established by the Business Office and Student Activities Office.
• Prepare and type monthly reports detailing account balances and progress on expenditures for submission to the appropriate student organizations, and the Executive, and Assistant Director of Student Life.
• Review and record all requests for expenditures from student accounts.
• Assist with purchasing products for the Student Life area.
• Develop reports and assessments for the preparation of the budget.
• Participate in selected meetings and seminars pertaining to the use of college budgets.
• Forward any irregularities regarding the Activity Fee budget to the Executive and Assistant Director of Student Life.
• Assist with programs, services, and special projects as assigned.
• Perform other related duties as assigned.

2 Student Workers (up to 5 or more, depending on work-study): Jose Gonzalez and Eduardo Gonzales.

4 Program Board Interns: Ruthanne Tidei, Andre Perez, Luis Aceves, and Dwayne Albino.

4 Student Government Officers: Connor Mallon, Carlos Catalan, Carlos Salgado (Student Trustee is a non-paid position but office hours are required. Trustee received 9-hour tuition waiver) Student Trustee - Yesenia Mata.

5 Student Chronicle Editors: Sydney Salvador, Caitlyn Sinclair, Juan Toledo, Betty Derza, and Jimmy Pierson.

Infrastructure and Resources

Student Activities Department organization and leadership:

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Position</th>
<th>Supervisor</th>
<th>Education Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teresa Aguinaldo</td>
<td>Dean, Student Life</td>
<td>Associate Vice President, Student Development</td>
<td>Master’s Degree</td>
</tr>
<tr>
<td>Jorge Tennin</td>
<td>Assistant Director, Student Activities</td>
<td>Dean, Student Life</td>
<td>Master’s Degree</td>
</tr>
<tr>
<td>Mardianne Chaput</td>
<td>Office Associate</td>
<td>Assistant Director, Student Activities</td>
<td>Bachelor’s Degree, Master’s preferred</td>
</tr>
<tr>
<td>Maureen Jost</td>
<td>Bookkeeper</td>
<td>Assistant Director, Student Activities</td>
<td>Bachelor’s Degree, Master’s preferred</td>
</tr>
</tbody>
</table>
STUDENT ACTIVITIES AND MULTICULTURAL STUDENTS

In order to understand how to keep students engaged and retained at the College of Lake County, we identified students by their ethnicity, gender, and the local high schools from which they were recruited. The tables below show data for all those students who were engaged in student clubs and organizations and had completed the Club Re-charter form in Fall 2015. No student was adult, returning or a veteran. The information shows a significant amount of students of color participate in clubs/orgs. Grant, Warren, Waukegan and Zion-Benton are our top feeder schools for student involvement.

Note: this number is lower than the actual amount of students who participated in Student Activities because at the time we collected the data, only 101 students had completed the Club Re-charter form.

<table>
<thead>
<tr>
<th>Student Organization Involved</th>
<th>Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Organization Involved</th>
<th>Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnicity</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>29</td>
</tr>
<tr>
<td>Black</td>
<td>12</td>
</tr>
<tr>
<td>Hispanic</td>
<td>24</td>
</tr>
<tr>
<td>Asian</td>
<td>24</td>
</tr>
<tr>
<td>Hawaiian/Pacific Islander</td>
<td>2</td>
</tr>
<tr>
<td>Not Specified</td>
<td>10</td>
</tr>
<tr>
<td><strong>Grand total</strong></td>
<td><strong>101</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Organization Involved</th>
<th>Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>45</td>
</tr>
<tr>
<td>Male</td>
<td>55</td>
</tr>
</tbody>
</table>
### The Multicultural Student Center

This department within Student Life funded by the Student Activity Fee (Fund 10). The “Multicultural Club” was established within Student Activities. In 2007, it was developed into the Multicultural Student Center with its own Fund 10 budget line and became an office of the Student Empowerment Center with the purpose of retaining student members of multicultural

<table>
<thead>
<tr>
<th>Student Organization Involved</th>
<th>Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High School</strong></td>
<td></td>
</tr>
<tr>
<td>Adlai E Stevenson High School</td>
<td>1</td>
</tr>
<tr>
<td>Carmel High School</td>
<td>2</td>
</tr>
<tr>
<td>Deerfield High School</td>
<td>2</td>
</tr>
<tr>
<td>Generic High School</td>
<td>8</td>
</tr>
<tr>
<td>Grant Community High School</td>
<td>10</td>
</tr>
<tr>
<td>Grayslake Central Community HS</td>
<td>3</td>
</tr>
<tr>
<td>Grayslake North Community H S</td>
<td>2</td>
</tr>
<tr>
<td>Highland Park High School</td>
<td>1</td>
</tr>
<tr>
<td>Homeschool High School</td>
<td>2</td>
</tr>
<tr>
<td>International High School</td>
<td>1</td>
</tr>
<tr>
<td>Ottawa High School</td>
<td>1</td>
</tr>
<tr>
<td>Johnsburg High School</td>
<td>1</td>
</tr>
<tr>
<td>Libertyville High School</td>
<td>3</td>
</tr>
<tr>
<td>Maine Township High School East</td>
<td>1</td>
</tr>
<tr>
<td>Mundelein High School</td>
<td>3</td>
</tr>
<tr>
<td>New Tech HS (Zion-Benton East)</td>
<td>1</td>
</tr>
<tr>
<td>Ombudsman Educational Services</td>
<td>1</td>
</tr>
<tr>
<td>Round Lake Senior High School</td>
<td>5</td>
</tr>
<tr>
<td>Tilden High School</td>
<td>1</td>
</tr>
<tr>
<td>Vernon Hills High School</td>
<td>2</td>
</tr>
<tr>
<td>Warren Township High School</td>
<td>14</td>
</tr>
<tr>
<td>Wauconda High School</td>
<td>2</td>
</tr>
<tr>
<td>Waukegan High School</td>
<td>12</td>
</tr>
<tr>
<td>Wisconsin High School</td>
<td>1</td>
</tr>
<tr>
<td>Zion-Benton Township High School</td>
<td>13</td>
</tr>
<tr>
<td>(blank)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>101</strong></td>
</tr>
</tbody>
</table>
clubs and providing programming to raise awareness about cultural, racial and gender diversity. MSC works closely with the Women’s Center, LGBTQ+ Center, other clubs and organizations, and the Student Success office. In Summer 2015, the MSC was charged with the oversight of the Latino Success and Outreach Committee, African American Success and Outreach Committee, Men of Vision and Sister2Sister.

The mission of the Multicultural Student Center is to provide services for students academically, personally, socially, and for job/career preparation while promoting cultural awareness and sensitivity, diversity, student development and retention. Other services include:

- Academic support service referrals, such as for tutoring and coaching
- Interclub Council (ICC)
- Assistance with resume writing
- FAFSA Workshops
- Financial assistance referrals, such as to Financial Aid, county agencies and financial literacy workshops
- Participation in Campus Leaders for Community Service

**The Multicultural Clubs are:**

- African Heritage - 14 Members
- Asian Student Alliance - 44 Members
- Black Student Union - 17 Members
- International Club - 26 Members
- Latino Alliance - 21 Members
- Muslim Student Association - 4 Members
- Pride Alliance - 24 Members

(Membership numbers are for Fall 2015. Currently inactive clubs: Hillel, Anime, South Asian Student Association)

**Multicultural Clubs GPAs:**
Multicultural Club Retention Rates from Fall 2015 to Spring 2016
African Heritage: 67%
ASA: 100%
BSU: 75%
International: 75%
Latino Alliance: 100%
MSA: 100%
Pride: 75%
Total Retention % = 84%

As stated above, the MSC includes programs that work to close the achievement gap for underrepresented students. One example is Men of Vision, which has undergone substantial improvement this academic year. The program has grown its membership from 17 students in Fall 2015 to 40 members this Spring 2016. MOV is open to all CLC male students but targets male students of color. Below are some of the ways in which MOV has improved its ability to help male students succeed and stay at CLC.

- Established a joint MOV/S2S Executive Advisors’ Committee, which also includes the MSC Manager, Asst. Director of Student Activities, and Dean of Student Life. (This is in addition to advisors meetings and student officers meetings.)
- Requiring members to complete applications that require their commitment to the group and to meet specific milestones
- Assigning academic success coaches for each student
- Assigning a Peer Mentor to MOV
- Tracking GPAs to show success
• Measuring fall to spring and spring to fall-retention rate
• Developed Bridge to Success (pilot program) to retain and transition incoming and current students to MOV
• Established MOV/S2S joint leadership training
• Following up via phone and email with 2015 Man Up Conference attendees throughout the year to encourage enrollment at CLC and in MOV
• Established MOV/S2S Open House events to recruit students and sign them up for specific student committees
• Transitioning Real Men Talk discussion group participants into MOV
• Identifying barriers with stop out students and providing support (e.g. networking with mentors and community members, following up with “check-in” emails and phone calls) to get them back into college

**Conclusion**

In today’s society, a college education is more important than ever, and there is no shortage of institutions for students to choose from. So, how do prospective students make up their mind? What draws them to one institution over another? More than anything else, they look for a place they can call home. They consider what the college or university has to offer them. Student involvement in the campus community is vital to a successful college life. Prospective students don’t want to attend an institution where they will be isolated, and have nothing to do but study. While it’s true that students are looking for a good education, without a comfortable and engaging environment, effective and well-rounded learning opportunities won’t be possible. The goal of this report is to show that the College of Lake County, primarily through the Student Activities office, meets those students’ expectations, provides opportunities for them to grow and become prepared for the “real world,” and also helps students know that CLC is a place they can call home.