

Northeast Iowa Community College

Cougar Activities Team (CAT) Handbook

Prepared By :

Office of Student Life

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Cougar Activities Team (CAT) Mission, Vision and Core Values

Mission

The Mission of Student Life at NICC is to create an atmosphere that gives students the opportunity to connect to the NICC campus, grow personally, and impact their own community.

Vision

We see a campus community that encourages, challenges, and believes in one another while Cougar Activities Team (CAT)ing the campus, community and world.

Core Values: (What is important to us)

People matter most.

Getting a task done is important, but what matters most is people. People are the reason for all we do. We strive to care about others and make a difference in lives. Every moment we have with others is an opportunity to encourage, learn and grow.

There is something special about serving others.

We do not want serving to just be an activity we schedule; we want serving to be who we are. It has been our experience that serving leads to life change in others and ourselves. We cannot explain it, but there is something special about serving others. The paradox that while we help others you end up being the one helped is real.

We are atmosphere creators.

We strive to create atmospheres for connection and growth. The activities that we schedule and the places where we do them are part of the atmosphere created. We are mindful that we cannot make anyone do anything; we cannot make people come to events or connect to one another, but we can work to create the very best atmosphere that can lead to connections.

Giving people the benefit of the doubt is our way.

We believe the best about people when we meet them. Can that be a bit risky? Does that mean that people can let you down or take advantage of you? Sure. But it also means that more often than not, people will come through for you when you believe in them. We want to be about believing in people.



Experiencing life leads to learning.

Growth starts with a willingness to risk. It is not easy to risk, to put yourself out there, personally/and or in action – that’s why they call it “risk”! Honestly, most of the time we all remain in our areas of comfort. But, we don’t want to be the same all the time, to fall in to boring, mundane patterns; we want to be fresh and creative. That is why we need each other to inspire and give one another the freedom to risk, to fail, to succeed, to grow. We want to be about encouraging people to risk because it is in those places of risk that the greatest rewards are found.

Nah, Nah, Nah, gonna have a good time.

We like to laugh and have a good time. We are sure that you can accomplish what you want and have a good time doing it, in fact having a good time is a part of what we want to accomplish. We believe people are attracted to people making a difference and having a good time.

Leaders are developed.

Everyone has leadership capability, but not everyone believes they can lead. Leadership is not about popularity, or personality it is about willingness. We strive to give students the confidence, training and opportunities to develop leadership abilities.

Character more than counts.

Learning how to apply the knowledge obtained is the key to any education. A more complete education is obtained from the character developed during the journey. We strive to give students the freedom to assimilate their education in character building opportunities.



Student Lead Roles

Benefits

- Work approximately 10 hours (\$12/hr.) per week
- Start Date: Early August
- End Date: Mid-May (End of the Spring semester)
- An additional stipend of \$100 is available for students who qualify.

Qualifications

- Must be enrolled in a minimum of 9 credit hours during the fall and spring semesters throughout your term as an executive officer, unless specifically approved.
- Maintain a minimum of a 2.5 grade point average per semester and remain in good academic standing.
- Abide by the standards for student conduct as stated in the NICC student conduct code. Students who violate the conduct code could be dismissed from the Cougar Activities Team (CAT).
- Excellent communication skills.
- Responsible and dependable at all times.
- Ability to work well with people of varying personalities.
- Willingness to represent the college professionally at all times.

Student Lead Responsibilities

General

- Oversee, recruit and retain CAT team members
- Prepare agendas for and lead CAT team meetings
- Assist with CAT events
- Attend leadership trainings
- Assist with new student orientations
- Assist Admissions Reps with prospective students, including tours and visit days
- Serve on campus committees as a voice of the student body
- Work minimal evening and weekend hours as needed.
- Promote a professional and positive image of NICC.
- Attend the annual Leadership Conference/Programming Conference.
- Attend the statewide Community College Leadership in Action event in February.
- Learn elements of budgeting for campus programming.
- Track and maintain the participation of CAT members.
- Assist with marketing of CAT events to the student body.
- Other duties as assigned.



Duties of Cougar Activities Team (CAT) Team Member:

Any NICC student is eligible to become a team member of Cougar Activities Team (CAT). Students who choose to be a team member do not have to go through an interview process. Interested individuals may inquire in the Student Life Office. Team members are not paid for their participation but are afforded complimentary or discounted admission to many of the sponsored Student Life activities. Team members who are interested in giving student tours to prospective students should contact the Admissions Office.



Cougar Activities Team (CAT) Participation & Policies

Code of Conduct

Cougar Activities Team (CAT) members at Northeast Iowa Community College play a vital role in the marketing and delivery of services on the NICC campus. Upon hire as a Cougar Activities Team (CAT) executive officer, you are expected to conform to the highest standards of performance and good conduct. To ensure you understand what is expected of you, and to consistently and fairly apply these standards, the following are additional written standards for compliance with the NICC Code of Conduct. The following are violations:

- Failure to fulfill outlined job responsibilities as outlined in Executive Roles and Duties and Responsibilities checklist.
- Misuse of college equipment for personal purposes.
- Excessive tardiness and unreliability.
- Failure to remain in good academic standing.
- Unexcused absences from required office hours, meetings or events.
- Unprofessional language or actions (on campus, off campus, or online).
- Under the influence of alcohol or controlled substances while on duty, on campus or at college sponsored activities.
- Violation of NICC and department regulations, policies and rules.
- Violation of NICC Student Conduct Code.
- Violation of local, state or federal laws.
- Insubordination.

If a student violates the NICC Code of Conduct agreement and/or the above, the following will take place:

- 1) A verbal warning will be given.
- 2) A second incident will result in a written warning, with signed documentation of the incident.
- 3) Additional incidents will result in the sequential loss of stipend monies of \$100, \$250 and full loss of scholarship and automatic dismissal.

In situations of serious violation of the NICC Code of Conduct and above violations, a student may be dismissed without warning. Dismissal will result in the loss of executive position and the scholarship for that term. All suspensions and dismissals will be administered by the Director or Associate Director of Student Life and a representative from Admissions. Dismissal from Cougar Activities Team (CAT) will result in the termination of the student's employment. Students may appeal the decision to the Dean of Student Development.



Attendance

Cougar Activities Team (CAT) team leads are expected to report to work on time each day you are scheduled. If you need to miss a scheduled working time you must contact the Student Life Office by phone or email. Excuses of illness or sickness should be used according to workplace standards. Not getting enough sleep or staying out too late the night before a workday are not legitimate reasons for an excused absence from your CAT duties. Give as much advance notice as possible. The same is true when you commit to assisting at an event on or off campus.

Scheduling

Each semester, you are required to submit a working schedule listing your availability to the Student Life office. Additionally, you will be expected to use your NICC Google calendar to maintain your working hours and availability. Often, there are last-minute events and surprise prospective student visits where your help is needed. In order to find someone quickly, you must provide your open times as well as your scheduled office hours. Those Cougar Activities Team (CAT) members who are selected to be tour guides will often receive email, phone or text messages to see if they can assist with a prospective student tour. Admission staff will request your preferred mode of communication at the tour training. When scheduling courses for upcoming terms, Cougar Activities Team (CAT) members should be cognizant of Visit Days and should make all possible attempts to be available.

Professionalism

The intent of the CAT program is for NICC to develop professional leaders on and off campus. Professionalism as a member of CAT incorporates professional language with fellow students and NICC staff. Slang and profanity are not acceptable modes of communication when serving as a CAT member. We encourage a casual relationship with one another, but discourage getting too comfortable with one another that professionalism is forsaken. In accordance with professional standards in the workplace, students who are working within college offices should dress appropriately during their working hours and are not permitted to be surfing the Internet, visiting social network sites, sending text messages or answering personal cell phone calls not specific to their CAT duties. CAT work hours are to be devoted to college projects and use of college technology or personal technology not relevant to your job is cause for infraction of the CAT Code of Conduct and will be punishable accordingly.

Meetings and Communication

Meetings will be held regularly to keep CAT members abreast of new events and activities. Meetings are **mandatory** for student leads. Notification to the Student Life office must be made 24 hours in advance of missing a scheduled meeting. If you miss a meeting it is your responsibility to review the meeting minutes to stay apprised of the information shared.

The main mode of communication will be the weekly meetings and mycampus/email. There is an online calendar within gmail that will detail upcoming events and activities. Email messages will be sent to your NICC account. It is your responsibility to regularly review your email and calendar invites.



Evaluations

CAT leads will be evaluated every semester at mid-term. The evaluation will include a review of progress as well as a discussion of future planning and expectations. The evaluation is an opportunity for student leads and Student Life to discuss individual concerns or ideas for future planning of the Cougar Activities Team (CAT). Prior to the evaluation, officers will be given the opportunity to complete a self-evaluation to reflect on their personal progress as a CAT student lead.

Pay

Only student leads of the Cougar Activities Team (CAT) are eligible to be paid for their services. Student Leads currently receive \$12 per hour. To receive payment, student leads must track and submit their working hours through MyCampus - Self Service timecard entry.

Hiring of CAT Student Leads

The term length of CAT student leads is one academic year. The Cougar Activities Team (CAT) is made up of four leads, as well as a team of volunteers. CAT is open to all students. Applications for student leads are taken at the end of the spring semester for the following academic year. If positions are not filled during that time frame, interviews will take place in the fall for the remaining open positions.



Cougar Activities Team (CAT) Code of Conduct agreement

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By signing this document, I agree to the terms of the Northeast Iowa Community College Cougar Activities Team (CAT) Code of Conduct. Also, in signing this document, I acknowledge that it has been fully explained to me and that I have asked any questions concerning this agreement.

[Student signature]

[Date]