Recognizing Employee Initiatives to Promote the Sul Ross State University Mission

APPLICATION

http://sulross.az1.qualtrics.com/jfe/form/SV_3scLsXr4CnfRHP7

ACADEMIC YEAR 2020 - 2021
Thank you for participating in the LA VIDA LOBO Initiative at SRSU!

This document contains general instructions for the LA VIDA LOBO Initiative, the rubric which will be used to evaluate the entries, and an application. All the questions on this application must be filled out to be eligible. Applications will be accepted from October 1, 2020 - December 11, 2020. After the application is received, it will be reviewed, and you will receive an acknowledgement of your proposed project. Upon completion of your project, you will be asked to submit results describing your actions associated with the project. The form to describe your actions will be available in January 2021. Your results form must be submitted by May 31, 2021. All of the submitted entries will be evaluated by the LA VIDA LOBO committee and the entries which are selected will be announced by President Gallego at the fall faculty/staff initial meeting.

Please note that the contacts listed in the applications will be called for their feedback for all finalists.
I. GUIDELINES

Applicant will select a project for Goal 1 OR Goal 2

GOAL 1
Employees may contribute to the Strategic Plan goal: Recruitment, Retention, and Graduation Rates by selecting one of the projects below or creating their own project with supporting evidence. Projects will be beyond normal job duties and will involve a minimum of 5 hours on the same project.

PROJECTS:
- Through contact with schools or conferences, identify one or more potential SRSU students and provide evidence of ongoing contact with them (i.e. tour of SRSU campus, meetings) for a minimum of 5 hours
- Mentor a currently enrolled student and document a minimum of 5 hours with that student
- Participate in the Lobo Buddy program and provide documentation of a minimum of 5 hours with the student
- Volunteer to be a tutor at the Tutoring Center for a minimum of 5 hours in sessions (tutor training may be required)
- Volunteer to monitor and report facility needs (i.e., light bulb replacement) for one campus building for a minimum of 5 hours
- Volunteer to work in the Cultural Center a minimum of 5 hours
- Employee created project and description

GOAL 2
Employees may create a goal to promote the University Mission and build connections with communities “in the Big Bend, US-Mexico border regions of Texas” and the Permian Basin by selecting one of the projects below or creating their own project with supporting evidence. Projects must be beyond normal job duties and will involve a minimum of 5 hours on the same project.

PROJECTS:
- Adopt a school and document a minimum of 5 hours providing service
- Engage with the community by supporting organization(s) and document a minimum of 5 hours. Examples of organizations may include: the Alpine Public Library, Family Crisis Center, Michelle Community, St. Henry De Osso Family, Camino Real Early Childhood, Boy Scouts, etc.
- Employee created project and description
## LA VIDA LOBO
### SCORING RUBRIC

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Minimal = 1</th>
<th>Satisfactory = 2</th>
<th>Good = 3</th>
<th>Exemplary = 4</th>
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<tbody>
<tr>
<td>Selected Goal</td>
<td>Little connection to selected goal</td>
<td>Adequate connection to selected goal</td>
<td>Good connection to selected goal</td>
<td>Creative connection to selected goal</td>
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<td>Description of</td>
<td>Little detail provided</td>
<td>Adequate detail provided</td>
<td>Good detail provided</td>
<td>Comprehensive detail provided</td>
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<tr>
<td>Actions</td>
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<td></td>
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<tr>
<td>Reflection on</td>
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<td>Adequate recognition of overall purpose</td>
<td>Good recognition of overall purpose</td>
<td>Insightful recognition of purpose</td>
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<td>Actions</td>
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</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Minimal = 2</th>
<th>Satisfactory = 4</th>
<th>Good = 6</th>
<th>Exemplary = 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact</td>
<td>Limited benefit for student or community and</td>
<td>Adequate benefit for student or community and</td>
<td>Meaningful benefits for student or community and</td>
<td>Outstanding benefits for student or community and</td>
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<td>SRSU documented</td>
<td>SRSU documented</td>
<td>SRSU documented</td>
<td>SRSU documented</td>
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</table>

**Note:** Phone calls to a representative of the organization and/or individual that finalists assisted will be conducted by the Office of Institutional Effectiveness. Those comments will be provided along with the results report and completed scoring rubric to the President for review.
APPLICATION:

Name:

A number:

Department:

Job Title:

SRSU email address:

SRSU phone number:

Primary campus:
Alpine
Rio Grande College
II. DESCRIPTION OF PROJECT:

Which goal did you choose?
Goal 1
Goal 2

Name of organization and/or individual(s) you propose to assist:

Contact information for a representative of the organization and/or individual you propose to assist. (This person will be contacted by the university for finalists only.)

Give a description of your proposed project (250 words or less).
III. ASSURANCES:

I declare that this project was not a regular part of my assigned work or position as an elected official.

I declare that this project is not restricted solely to a relative.

Signing here indicates your understanding and acceptance of the information given concerning participation in the LA VIDA LOBO Initiative. Your signature is necessary for your participation in this initiative.

(You may use your mouse or finger to sign this form.)

Note: For questions or assistance completing this results form, contact Jeanne Qvarnstrom at jqvarnstrom@sulross.edu
If you have an interest in any of the offices or institutions listed below, please use the contacts provided. As you introduce yourself, please reference the Sul Ross State University **LA VIDA LOBO Initiative**. Please note that this is not an exhaustive list of contacts.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Contact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpine Christian School</td>
<td>Dr. Joshua Farris, Executive Director (837-5757)</td>
<td></td>
</tr>
<tr>
<td>Alpine Montessori School</td>
<td>Joyce Downing, Education Director (837-2173)</td>
<td>Ask for Amelie Urbanczyk at the school to arrange to help with maintenance. No criminal background check is needed.</td>
</tr>
<tr>
<td>Alpine High School</td>
<td>Justin Gonzales, Principal (837-7710)</td>
<td>Seeking Mini-Course Presenters for students in 12:30 -1:00 classes, Monday-Fridays, on topics such as social emotional learning, college applications, soft skills. Criminal Background Check required and available free from Marsha Roach (837-7700)</td>
</tr>
<tr>
<td>Alpine Humane Society</td>
<td>Lari Quigg (432-249-1024)</td>
<td>TU-F 11:30 am to 5:30 pm and Saturdays 10:30 am to 4:30 pm. The work can be sorting, pricing, displaying merchandise, or running the cash register</td>
</tr>
<tr>
<td>Alpine Middle School</td>
<td>Cody Patterson, Principal (837-7720)</td>
<td></td>
</tr>
<tr>
<td>Alpine Elementary</td>
<td>Verl O’Bryant, Principal (837-7730)</td>
<td>Seeking support for recess times: 10:15-10:45, 11:00-11:45, 11:30-12:05, 12:10-12:40, 12:40-1:10, 12:45-1:15 Monday-Friday</td>
</tr>
<tr>
<td>Archives of the Big Bend</td>
<td>Melleta Bell (837-8388)</td>
<td>Assistance with processing and organizing collections, Receptionist services</td>
</tr>
<tr>
<td>Hal Flanders Recycling Center</td>
<td>Adelina Beall (432-294-3183)</td>
<td>Assist the public and recycling techs on site (sweeps, sorts recyclables, trim weeds, etc., Monitors brush, mulch, and metal recycling)</td>
</tr>
<tr>
<td>Keep Alpine Beautiful Organization</td>
<td>Adelina Beall (432-294-3183)</td>
<td>Assisting during community clean ups</td>
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<tr>
<td>SRSU Library</td>
<td>Betsy Evans (837-8312)</td>
<td>Shifting project worker Book processors Passport Acceptance Agents</td>
</tr>
<tr>
<td>Museum of the Big Bend Gift Shop</td>
<td>Maggie Rumbelow (837-8143)</td>
<td>Tuesday-Friday, 10am-1pm &amp; 1-4 pm Responsibilities: The Museum of the Big Bend Volunteer is one of the most important positions at the Museum. In this role, you are the very first person a visitor meets when coming into the Museum. Duties Include: 1. Greeting the visitor 2. Telling the visitor about the exhibits at the Museum 3. Being responsible for sales in the Gift Shop 4. Being comfortable handling transactions. Museum Staff will work one-on-one to ensure that our Museum volunteers receive training so that they are successful in their volunteerism.</td>
</tr>
<tr>
<td>SRSU Physical Plant</td>
<td>Brandy Snyder (837-8221)</td>
<td>Select a building on campus to monitor and report maintenance needs. (More detailed description provided)</td>
</tr>
<tr>
<td>Presidio ISD</td>
<td>Ray Vasquez, Superintendent (229-3275)</td>
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<tr>
<td>SRSU Cultural Center</td>
<td>April Aultman Becker, Dean of Educational and Cultural Resources (837-8121)</td>
<td>The Cultural Center is a learning center that provides programming and encourages multicultural exchanges. We seek volunteers to coordinate and present programs that include a multicultural purpose with stated learning objectives.</td>
</tr>
<tr>
<td>San Felipe Del Rio Consolidated Independent School District</td>
<td>Aida V. Gomez Chief Instructional Officer <a href="mailto:aida.gomez@sfdr-cisd.org">aida.gomez@sfdr-cisd.org</a> (830) 778-4122</td>
<td></td>
</tr>
<tr>
<td><strong>LA VIDA LOBO CONTACTS</strong></td>
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| Eagle Pass ISD | Jesus Costilla (Director of Human Resources)  
(830) 773-5181  
[**email**](mailto:jcostilla@eaglepassisd.net) |
|----------------|-----------------------------------------------------------------------------------|
| John Cox C&I Director  
(830) 773-5181  
[**email**](mailto:jcox@eaglepassisd.net) |
| Ft. Davis ISD | Graydon Hicks, Superintendent  
(426-4440) |
| Libraries | Brandy Synder, Dean of Students  
(837-8221) |
| Lobo Buddy Program | Allison Scott, High School Principal  
(729-5500) |
| Marathon ISD | Dr. Peter Price, Superintendent  
(386-4431) |
| Marathon Public Library | Dara Cavness, Library Director  
432-294-4580 (mobile)  
432-386-4126 (library) |
| SRSU Tutoring Center | Mabel Garcia, Academic Advisor and Retention Specialist  
(837-8629)  
**Training for tutoring may be required** |
| Southwest Texas Junior College | Dr. Randa F. Schell, Director of Student Engagement & Success  
SWTJC in Uvalde |
| Uvalde Consolidated Independent School District | Michael A. Rodriguez  
Deputy Superintendent of Curriculum & Instruction  
mpradrioz1037@uvaldecisd.net  
(830) 278-6655 ext. 1037  
Anne Marie Espinoza  
Executive Director of Communications and Marketing  
amespinoza1075@uvaldecisd.net  
(830) 278-6655 ext. 1075 |
| Valentine ISD | Debbie Engle, Superintendent  
(467-2671) |
TIPS FOR MENTORING STUDENTS

Here are some guidelines for mentoring students. They have been adapted from the SRSU Tutoring Center.*

Your Role as a Mentor for Students

I. Establish a comfortable exchange
   A. Be open, caring, encouraging, and supportive.
   B. Respect and value each student as an individual.

II. Encourage students to be independent
   A. Encourage students to do their own thinking.
   B. Probe their understanding of the matter in question.

III. Build a positive rapport with the student
   A. Discuss academic career goals and motivation.
   B. Be genuinely interested in the student.

Basic Mentoring Guidelines (The Do and Don’t List)
A Summary of Procedures for Mentoring Students

1. Do notify the student if you are going to be absent or late for a set meeting.
2. Do be aware, tolerant, and responsive to student diversity, characteristics, ages, lifestyles, abilities, and ethnicities.
3. Do be ethical and professional.
4. Do be the best that you can be!
5. Do be honest and be yourself.
6. Make your meetings fun and productive.
7. Use humor.
8. Be positive.
9. Be aware of student support services offered at SRSU such as counseling, if student is interested.

*Sources
Tutoring, Learning by Helping: Student Handbook for Training Peer and Cross-Age Tutors by Elizabeth Sabrinsky Foster, 1983, Educational Media Corporation, Minneapolis, MN.

## LA VIDA LOBO Timeline
### ACADEMIC YEAR 2020 - 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 24 &amp; 27, 2020</td>
<td>Informational Meetings for Faculty and Staff</td>
</tr>
<tr>
<td>September 14, 2020</td>
<td>La Vida Lobo Committee finalized plans for the initiative</td>
</tr>
<tr>
<td>September 21, 2020</td>
<td>President’s Executive Cabinet Reviews Initiative</td>
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<tr>
<td>September 30, 2020</td>
<td>La Vida Lobo Kick-off in Espino A &amp; B and zoom</td>
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<tr>
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<td>3:00-4:00 p.m.</td>
</tr>
<tr>
<td>October 1 – December 11, 2020</td>
<td>Submit Application</td>
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<td></td>
<td>• Qualtrics Link Provided</td>
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<tr>
<td></td>
<td>• Hard Copies Available at Institutional Effectiveness Office</td>
</tr>
<tr>
<td>May 31, 2021</td>
<td>Submit Report of Results</td>
</tr>
<tr>
<td>June 2021</td>
<td>La Vida Lobo Committee rates all Reports of Results with the Scoring Rubric and selects top 10 finalists</td>
</tr>
<tr>
<td>July 2021</td>
<td>Contacts for the top 10 finalists are called by Institutional Effectiveness Office</td>
</tr>
<tr>
<td>July 2021</td>
<td>Pete Gallego receives complete packets for the top 10 finalists</td>
</tr>
<tr>
<td>August 2021</td>
<td>Pete Gallego announces the top 10 La Vida Lobo Award recipients</td>
</tr>
</tbody>
</table>
Members of the LA VIDA LOBO Committee

April Aultman Becker
Karlin DeVoll
Kathy Stein
Michael Ortiz
Delia Ramirez
Nicolas Westerlink
Leo Dominguez
Jessie Lara
Barbara Tucker
Patricia Nicosia
Jeanne Qvarnstrom