

**YCSA Employee Day 08/15/11 Minutes
Prescott Campus, Bldg. 4-102, 12:00–1:00 p.m.**

Agenda Item	Discussion
Recorded by Karen Smith, Secretary	
<i>1. Welcome and Member introductions – Jodie Buehler</i>	
	Jodie Buehler called the meeting to order at 12:05pm. The Board members and membership made introductions.
<i>2. Review January 2011 Employee Day Meeting Minutes -</i>	
	Minutes were reviewed from the January 2011 meeting, moved and seconded by members (unfortunately specific names were not scribed). No discussion. Approved unanimously.
<i>3. Website Issues – Sean Hagan</i>	
	Sean Hagan demonstrated some of the YC website's functions. He encouraged staff to use the A-Z index to locate specific departments/information. Each department has a designated web author as a resource support person. His department is always available to answer questions, too.
<i>4. HR topics - Discussion</i>	
	Cheryl Moreno discussed hours during summer (-8 hours p/wk) and how non-exempt staff's weekly pay would be affected by that decrease. A direct deposit through Payroll would be a good option. She recommended contacting Payroll.
<i>5. Election results – Cathy Gertsch/Joni Westcott/Erin Elsner</i>	
	After counting all the ballots, through e-mail and intercampus mail, Jodie Buehler was re-elected President. Joni Westcott-Secretary, Ruth Lillie-Website Designer, and Melissa Kramer-Alternate Representative were elected for their respective positions. Karen Smith fulfilled her term as secretary. The Board thanked Karen for her two years of service. She agreed to remain active in YCSA by heading the New Hire 'welcome mug' committee.
<i>6. P/T Tuition Waiver – process – Jodie Buehler</i>	
	Jodie shared an email she received from Sheila Jarrell, Registrar, confirming the process for part-time employee tuition waivers. They would register for a class (up to three credit hours per semester) and at the point of payment after registering for the class, the tuition is automatically waived. This tuition waiver does not apply to lab fees or extra fees attached to a course.
<i>7. Committee Volunteer List – sign up; New Hire Welcome Mugs; Open Invitation</i>	
	Jodie passed around a sign-up sheet for potential committee involvement. A number of opportunities are available to serve on district-wide committees. More than 14 YCSA members signed up. Jodie will send the names to administration.
<i>8. Professional Development Update-Cathy Gertsch</i>	
	Cathy discussed changes are ahead for professional development funding. Clint is looking at a variety of options. Until next fiscal year, YCSA will handle the professional development funding approval process. Some discussion about future travel/conference funding was discussed and those interested were referred to HR for clarification.
<i>9. Open Discussion</i>	
	There was no discussion.
<i>10. Adjournment</i>	
	Jodie Buehler adjourned the meeting at 1:05 p.m.

YCSA Board Members:
 President, Jodie Buehler – x7607
 Vice President, Erin Elsner - x7984
 Secretary, Karen Smith – x7760
 Web Designer, Lori McIntyre – x6579
 Professional Development, Cathy Gertsch - x6526/2056
 Alternate Representative, Joni Westcott – x6563