

**Approved YCSA Meeting Minutes – 1/23/08 - Employee Day
Prescott Campus, Building 3-205
11:45 a.m. – 12:45 p.m.**

Members Present:		
A. Roy Horn	Gene Fougner	Mollie Gugler
Alice Burroughs	George Lee	Nancy Files
Andrea Annibal	Ginger Johnson	Nick Alexander
Barbara Cohen	Ginney Bilbray	Paula Gregory
Carlie Salazar	James Rider	Ronni Kearns
Catherine Behan	Jane Hersh	Rosie Fox
Cathy Gertsch	Jodie Buehler	Ruth Alsobrook-Hurich
Chris Abate	Juanita Lucero	Ruth Butler
Colette Strassberg	Julie Bryan	Sheryl Pine
Dave Ellison	Karen Carlisle	Susan Carroll
Diane Mazmanian	Kim Parker	Susie Check
Eleanor A. Morgan	Laura Moore	Teresa Schwickerath
Eleanor Beach	Larry Granados	Todd Conaway
Elizabeth Novotny	Marcia Byrd	Ustadza Ely

Agenda Item	Discussion – Update/Action	Recorded by Jodie Buehler, Secretary
1. Call to Order	Todd Conaway called the meeting to order at 11:45 a.m.	
2. Approval of Minutes from 8/20/07	Susie Check moved to approve the 8/20/07 minutes as presented. Ellie Beach seconded. Vote was taken and unanimously passed.	
3. President's Report		
a. Announcement of Elected Vice President	a. Todd announced the unanimous decision by the membership to elect Gina Woodman as the 2008 Vice President for YCSA. Unfortunately, Gina does registration work at the Prescott Valley Center and will be unable to attend Employee Day functions. She will stay involved through email and will attend when she is available.	
b. Update on Report to District Governing Board	b. Todd gave a report during the District Governing Board meeting on January 15, 2008, regarding Professional Development funds that YCSA is responsible for. The Board expects updates from YCSA periodically.	
c. Purpose of YCSA – Ideas?	c. Purpose – Ideas: <ul style="list-style-type: none"> o Professional development travel opportunities; o Help raise money for scholarship to schools other than Yavapai; o Disseminate pertinent information regarding Yavapai College; o Research the possibility of tuition waivers (3-6 credit hours) for regular part-time employees (parameters would need to be established, e.g., length of regular part-time employment, HR will need to be involved (Cheryl Moreno volunteered to provide guidance relative to HR policies and input) etc; <ul style="list-style-type: none"> o Committee was formed to investigate part-time tuition waiver idea – Susie Check, Ruth Alsobrook-Hurich, and Susan Carroll stepped forward- Others showed interest and will participate at a later date; Jodie Buehler suggested the committee bring the request to the Budget Panel Committee at one of the upcoming budget meetings after gathering necessary data- information 	

	<p>will be shared with the membership through Blackboard when the process is ready to move forward.</p> <ul style="list-style-type: none"> o Emergency carpool list – Diane Mazmanian recommended an emergency carpool list for the different areas, e.g., Prescott, Prescott Valley, Chino Valley, Verde Valley, Sedona, etc.. She said she had wanted to bring this request forward for several years – the consensus of the membership thought it was a very good idea. Some questions were raised about potential insurance liability and commitment on behalf of the carpoolers. Those interested in carpooling in different areas can send Jodie Buehler or Diane Mazmanian an email to identify their interest. The YCSA Board thought it was a good idea to pursue. Blackboard may be the avenue for communication. o Service Interests – Cheryl Moreno suggested YCSA pursue different service oriented interests. Diane Mazmanian talked about the veterans and some of the needs they have over at the VA, e.g., coloring books and crayons (for motor dexterity), toiletries, etc, or helping the troops in Iraq. Another suggestion was helping United Way and Big Brothers, Big Sisters. Jodie Buehler mentioned that any fundraising that is considered should be discussed with the Yavapai College Foundation to make sure YCSA isn't competing with the YC Foundation fundraising efforts. o Mentoring Opportunities – Cheryl Moreno recommended when new folks are hired YCSA send a welcome letter to each new hire. HR would notify the YCSA Board of the new hires and the YCSA Board would be responsible for sending the letter. HR could have a pool of YCSA volunteers to help the new hires as they acclimate to the YC community. Volunteers could be identified by using the discussion board on Blackboard or by contacting Cheryl Moreno, HR, directly to volunteer. Mentoring would be conditioned on a supervisor's approval. Mentors would be chosen based on new hires' campus location, job function, and availability. The members thought the mentoring recommendation was a very good idea.
<p>4. Web Update</p>	
	<p>Susan Carroll shared the updated YCSA website and the information that is available on that site. The information has been updated and streamlined to help YCSA members stay informed about YCSA issues. The YCSA Board and membership appreciated her efforts and input.</p>
<p>5. New Professional Development Travel Form</p>	
	<p>Cathy Gertsch discussed the funding criteria, accessibility and the routing requirements for the new form. Cathy thanked Amy Frutcher, from Design Services, for her help in the development of the on-line Professional Development form. The routing process still needs to be followed but by emailing the form to Cathy, she will know that the hard copy with signatures is coming.</p>
<p>6. Review and Discussion of Constitution and Bylaws</p>	
	<p>Todd Conaway and Jodie Buehler discussed the new draft YCSA Constitution and Bylaws. Both expressed thanks to Barbara Chavez, former president, for her taking the lead in producing the first draft of the document. A few changes were recommended. Diane Mazmanian asked to change the scope of committees to be broad and reflect the members' interests in more than just college committees in Article X of the Constitution. "Various" would replace "certain standing college" so the sentence would read "The Yavapai College Staff Association participates and/or provides representation to various committees. The question of the validity of Blackboard and its use by members was considered. The members felt that using Blackboard as a way to communicate was a good idea so the Constitution and Bylaws will incorporate that medium. Motion to approve the Constitution and</p>

	Bylaws with recommended revisions were made by Marcia Byrd and seconded by Chris Abbate. Vote was taken and unanimously approved.
7. Topics for Future Discussion	
	<ul style="list-style-type: none"> o Department Representation – It was suggested departments identify an individual(s) from their respective area to provide representation to the YCSA meetings. Consensus of the membership was departments weren't currently being represented adequately at the bi-annual YCSA meetings during Employee Day. Recommendations ranged from using Blackboard to identify departments that needed better representation to sending out a Newsflash to solicit representatives from different departments. A supervisor's approval would dictate the ability to represent a department. o Carlie Salazar asked how to get information to the general membership regarding their specific needs at Chino Valley with Future Farmers of America (FFA). She said that each year the staff at Chino Valley Agribusiness host huge competitions for high school students and they need a lot of volunteers to help. Todd suggested a Newsflash from YCSA on behalf of Chino Valley go out to the general membership asking for them to contact Agribusiness directly if they are available to help. A supervisor's approval would be necessary before volunteering to participate because it can be an all-day commitment.
8. Adjournment	
	Todd Conaway recommended adjourning the meeting. Chris Abbate made the motion to adjourn the meeting at 11:50am with a second from Kim Parker. Vote was taken and motion carried unanimously.