

YCSA Meeting Minutes January 11, 2012

Meeting Location: Prescott Campus, Building 4-102, 12:00 pm

Type of Meeting: Bi-Annual meeting

Facilitator: Jodie Buehler

Membership Attendees: Kirsten Adaniya, Ruth Alsobrook-Hurich, Diane Mazmanian, Juanita Felix, Renee Alanis, Nick Alexander, Daintry Donovan, Kim Ewing, Cheryl Moreno, Ken Schoch, Mollie Gugler, Gene Fougner, Jennifer Taylor, Laura Moore, Deborah Pflingston, Jessi Maynard, Catherine Trapp, Andrea Annibale, Ronni Kearns, Paula Gregory, Marcia Byrd, Linda Evans, Teresa Schwickerwrath, Nate Cloyd, Debby Orlando, Jane Hersh, Scott Nardo

Board Attendees: Jodie Buehler, President; Erin Elsner, Vice-President; Joni Westcott, Secretary; Cathy Gertsch, Professional Development; Ruth Lillie, Web Designer

Minute Approval: Motion to approve August 2011 meeting minutes was offered by Linda Evans, Cathy Gertsch seconded the motion. All were in favor. Motion carried.

Welcome: Marilyn Yetter

Marilyn thanked the Professional Development committee for their roll and complimented those involved in the process to produce a new staff development procedure.

She shared a quote from William Arthur Ward, "The adventure of life is to learn. The purpose of life is to grow. The nature of life is to change. The challenge of life is to overcome. The essence of life is to care. The opportunity of life is to serve. The secret of life is to dare. The spice of life is to befriend. The beauty of life is to give."

We are on an amazing journey and we are all a vital part to its success. Nervousness is natural, but change is an opportunity to grow. We should all welcome this and keep a good attitude.

Guest Speaker: Clint Ewell

Clint announced that the new room scheduling software is coming soon. Resource 25, will provide optimal placement for meetings, events and the like. He offered kudos to Jenny and her department for the extensive work on a campus-wide deployment scheduled for some time in February. Although Facilities will have primary scheduling ability, each department will have several authorized users with scheduling capabilities. The Community Room, Performance Hall, and the Circle will be scheduled by Community Events by the end of the year.

The following questions were asked:

Q: Will there be an opportunity for exempt and non-exempt employees to level their pay through the summer months?

A: *There are no possibilities for leveling of pay. Employees must be paid for hours worked. Employees can set up payroll deductions to offset the summer decrease in pay, due to decrease in hours worked.*

Q: Will any other departments be outsourced and will the College community have input regarding those decisions?

A: *Printing has been outsourced. There is definitely a need for a more diverse decision making group in the future. Community event dates/topics have been outsourced to Professional Facilities Management, a company that specializes in this area.*

Q: Would there be future opportunity for students to receive the same or similar discounts through Office Depot as the College does?

A: *Clint will consider the possibility, but we have to support our contracted vendors, and Follett derives their revenue in large part due to student support.*

Q: When will we see a tuition increase?

A: *We have to have something to the Board by February and then decisions will be made regarding implementation.*

Q: Will the College continue to use the Performance Hall at no charge?

A: *There will most likely be a charge to the College. YC school groups will probably not be able to use the Performance Hall free of charge but that's at first impression; there are a lot of things to consider before a decision is made-each request will have to be decided on its merits.*

Q: Will YC have priority for room use?

A: *Yes, YC will have priority.*

Q: Have any decisions been made regarding Verde Campus Police?

A: *There is a meeting scheduled to make this discussion. The goal is to ensure the safety for students, faculty, and staff.*

Q: What are the plans regarding the residence halls?

A: *The College has hired a consultant to evaluate the market to decide if it would be in the best interest of the College to reinvest in the current residence halls. They will be looking at that closely before making a decision.*

Introductions- See above list of Attendees

Guest Speaker- Cheryl Moreno

- Summer hours questions:
 - To whom does it apply?
 - What are the policies for both exempt and non-exempt employees?
 - What programs will run outside of regular summer hours?
 - How will vacation and sick accruals be affected?
 - Is there a bank of hours that someone can use to cover lost hours or can employees do additional work to compensate?
 - Can EAP be used for financial planning?
 - Will the air conditioning be on or off during closure hours?
- Additional question:

What is Catalyst? Employees have received letters from this company stating that their prescription drug will not be covered.
- Policies and Procedures:

Work is being done to revise four policies and sunset others that no longer apply. The HR section will be done by the end of the semester. It is all pretty standard stuff being guided by specific laws we must follow.
- Training and Development Committee:

Due to financial constraints it is necessary to develop new creative ways to provide training and staff development. The philosophy change is to implement a more internal direction. It will be important to measure the effectiveness and performance impact of this change. There is data based software available to track this, however, at \$30,000 it is not an appropriate investment at this time. There are some funds available, we just have to use them effectively

First Friday Staff Trainings will be a part of the new philosophy. YC qualified staff will be given the opportunity to implement needed and desired trainings to anyone who wishes to attend

(supervisor approval required). There will be many learning opportunities. It will be important to have a committee to develop a schedule, to monitor the trainer's abilities and to promote the trainings and trainers for the requested trainings. A showcase of particular departments is in the plan at this time.

Q: Can trainers be paid?

A: No compensation will be provided; trainers' will be appreciated and recognized for their support.

Q: Will trainings be recorded for future viewing?

A: When possible they will be recorded and put online in the HR website under Training and Development.

Ruth Lillie recommended that a future showcase (tour) of each campus would be valuable.

A blue handout, "First Friday Staff Training Events" was available to attendees.

New Business

Constitution and Bylaws

The amended YCSA Constitution and Bylaws were attached in a newsletter that went out via Newsflash to regular part and full-time employees to review prior to the meeting. Jodie mentioned that the most recent changes that were not already included in the attachment was that Alternate Board members should be voting members. The current bylaws reflect that this member is a non-voting member.

Discussion: Juanita Felix suggested that the reason this was originally adopted into the bylaws had to do with a potential tie vote issue. With all six members voting there could be a situation for a tied outcome. Jodie understood and then agreed to change it back to the original quote that "the Alternate Board member is a non-voting member".

Vote: Marcia moved to approve the Constitution and Bylaws with the above agreed changes. Linda seconded. All were in favor. Motion carried.

Meeting Adjourned 1:05 pm

