

HR HAPPENINGS

HR Toolbox

If you haven't had a chance to check out the [HR Toolbox](#), we encourage you to do so! This is where you will find the most current tools and forms to use for functions such as FMLA, hiring, payroll, and performance management.

Please note that a search for specific forms on the web site might result in old versions, so the [HR Toolbox](#) is the best place to start! (For those of you who were familiar with the old alphabetical forms page, the [HR Toolbox](#) is the new version of this page.)



July 19, 2021

In this issue

Developing Performance Goals [P.1](#)

HR Toolbox [P.1](#)

Required Online Training [P.2](#)

Staff Prof. Dev. Day Success [P.2](#)

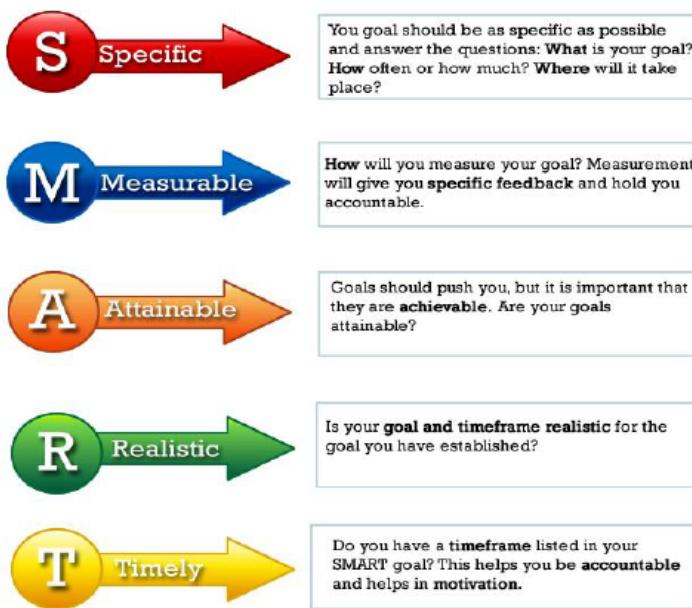
Welcome New Employees [P.3](#)

Save the Dates: MOM, POP, & Flu Shots [P.3](#)

It's Time to Develop Performance Goals

Welcome to the new academic year! It's time for you to develop your goals for the year in consultation with your supervisor, which will be entered into My Perform starting in August, due on September 30. Please note the following when developing your goals:

- Align your goals with the new [YC Strategic Plan 2022-2024](#) Strategic Goals (Belonging, Living Wage, Adult Learners, Delivery)
- Goals will count toward your overall performance rating this year, evenly weighted with Relationship Excellence, Learning Excellence, Service Excellence, and Job Knowledge & Functions, each at 20% of your overall rating
- Develop 3-5 SMART goals
- New tutorials for how to enter goals in My Perform will be available in August



If you have any questions about developing your goals, please reach out to your [HR Business Partner](#).

Staff Professional Development Day Success

On June 17, the YCSA sponsored the first Staff Professional Development Day with great success! Emily Weinacker, Chief Human Resources Officer, shared, "Congratulations to the YCSA Professional Development Team and all the speakers! Sessions were relevant and had a good mix of topics to appeal to all levels. The advertising was great, the technology went without a glitch, and the employees who attended seemed to really enjoy it. Great job!" Although it was a long day on Zoom, overall the attendees also had positive experiences. From Outward Mindset tools, to managing projects, to shared governance, to managing up, to meeting management, YC staff learned a lot of information and gained useful tools.

Thank you to the planning committee lead by Charlotte Dunnigan, including Karen Vail, Sureka Wrublik, Carol Beard, Katherine Anderson, Gwen Payne, Matt Borja, Zach Wigle, Frankie Cardamone, and Robb Ferguson Bryan, and Lisa Schlegel. We look forward to next year's event in person!

All sessions were recorded and are now available through My Learn, Course Catalog, search Categories for Staff PD Day. Simply self-enroll for any sessions.



2021-2022 Required Online Training

On July 1, the yearly required online training was launched for all employees through My Learn with the due date of October 31.

Completion of this required training will count toward the Learning Excellence competency for your performance evaluation.

A few reminders:

- It is the supervisor's responsibility to monitor the completion of their employees' training...and there is a course for that! Supervisors, you can enroll yourself in How to Monitor Your Employees' Training by searching for the title in My Learn, and selecting Enroll. If you want to review the information after completing the course, feel free to re-enroll yourself in the course again Course Catalog link in the top menu of My Learn.
- All required trainings are due by October 31, 2021.
- If you recently completed some of the training courses as a new employee, you will still need to complete them again before October 31 which will put you on the yearly rotation.
- You can complete these in multiple sittings. If you exit a course prior to completion, you will start where you left off when you return to the course.
- If you need any assistance, please contact [your HR Business Partner](#).

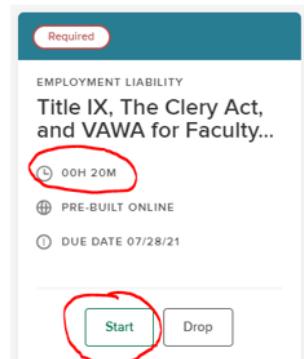
- Need help? Info sessions on how to access your courses:
 - Wednesday, July 28, 11:30 am – 12pm,
<https://yavapai.zoom.us/j/99155078412?from=addon>
 - Tuesday, August 10, 2 – 2:30 pm,
<https://yavapai.zoom.us/j/93443877255?from=addon>
 - Thursday, August 26, 12 – 12:30 pm,
<https://yavapai.zoom.us/j/96806974322?from=addon>

How to access your courses in My Learn:

Access My Learn from your YC Portal, Employees card



On your Learn Dashboard, all your courses will be listed. You can see each course length on the course card. To get started, simply click on Start for each course.





Meet New HR Business Partner Nina Florez-Quintero

As many of you know, HR Business Partner Lisa Merrifield retired on July 1. Although we already miss Lisa's contributions to the HR Team and the YC employees she served, we are pleased to introduce our newest HR Business Partner, Nina Florez-Quintero who started working at Yavapai College on June 7, 2021.

Originally from Bucaramanga, Colombia, Nina moved to the US in 2014. In addition to speaking English and Spanish, Nina is learning German and hopes to make a bike trip to Europe.

She has been working in the Human Resources field for seven years, both in the US and abroad. Her experience in diverse markets have given her a broad understanding of culture, leadership, and communication in an organization. But no matter the location, Nina's focus has always been on helping people.

Prior to Yavapai College, Nina worked in the automotive industry as a Human Resources Generalist in Minnesota. Moving to Arizona increased her desire to continue her hobbies like rock climbing,

cycling, and running year-round. She is very excited to join the YC family and bring her experience to the organization.

Nina will be serving as Business Partner for the [following departments](#):

- School of Health & Wellness
- School of Science/Engineering
- Allied Health
- Nursing
- Radiology
- Swim/Fitness
- Adult Basic Education
- Office of Instruction
- Library
- TeLS
- Scheduling and Early College
- Performing Arts/Music
- Film & Media Arts
- YPAC
- School of Arts & Humanities
- School of Business/Computer Science

Welcome New Full-Time YC Employees

Nina Florez-Quintero, HR Business Partner

Rick Frimmer, Law Faculty

Tresa Hibben, EMS Program Director

Paula Matney, Technician, Science Dept.



Save the Dates!

It's almost time to "fall" into health with the upcoming wellness events. Watch your email for more info as the dates approach.

MOM- Mammography Mobile unit

9/28/21 Prescott Campus 7am to 5pm

10/5/21 Prescott Campus 7am to 11am

10/4/21 Verde Valley Campus 12pm to 4pm

POP – Prostate Screening Mobile unit

9/10 and 9/11/21 Downtown Prescott

Flu Shot and Bio Metric Screening Clinic

11/1/21 and 11/3/21 Prescott Campus 7am to 11am

11/9/21 Verde Valley Campus 6am to 12pm



Congratulations to the YC Police Department for earning accreditation from the International Association of Campus Law Enforcement Administrators (IACLEA), the largest professional organization dedicated to campus safety and law enforcement. [Read more about this honor here.](#)