



Board & Committee Meeting Notes 2019 / 2020

Date: December 16, 2019

Meeting Time: 2:30 p.m. – 4:00 p.m.

Note Taker: Amber Lillie

In attendance: Katherine Anderson, Lisa Schlegel, Jane Hersh, Alex Helm, Paige Ruggles-Kruger, Julie Galgano, Sureka Wrublik, Adrienne Carlos, Linda Brannock, Emily Weinacker, Jenn Zimmerman, Zack Wigle, Janice Souttee, Gwen Payne, Kelsey Behnken and Amber Lillie

Call to Order:

Meeting called to order at 2:40 p.m. by Katherine Anderson.

Minutes

- Winter Celebration & Solstice Social Recap
 - Katherine Anderson led the group discussion about the Winter Celebration on the Prescott Campus and the Solstice Social at the Verde Valley Campus. Katherine thanked the Winter Celebration Committee for their hard work and executing such a successful event. The food was great, the choir was exceptional, and everyone had a wonderful time. The Solstice Social was held at the Southwest Wine Center and was a huge success as well. Alice Burroughs and Terence Pratt will be retiring and were recognized during the event. James Perey will be moving to the Prescott Campus in the spring semester and was recognized as well.
- President Thank You to YCSA
 - Katherine Anderson thanked the board and all the YCSA representatives for doing such an amazing job in such a short time. From the Connect the Dots exercise at fall Convocation in 2018, to the Strategic Plan Committee development, to the restructuring of YCSA and to today, with the representatives and board members implementing new ideas, YCSA has come far and done great things. Great work everyone!
- YC Way Awards
 - The YC Way Awards have come in and they look outstanding. There was a shout out to Zach and Jenn for doing such a great job on the idea, award development and nominee slideshow on the InfoPortals districtwide.
 - There was positive feedback for the quantity of nominations made for the inaugural run of the awards.
 - Everyone agreed that the fall awards will be bigger, as employees seem to be excited about these new awards.
- Employee Engagement Committee Updates
 - Julie Galgano gave updates on the satisfaction survey that will be launched at Convocation in the spring semester. Tim Diesch was elemental in the creation of the slogan, "YC Way- Pave the Way". All employees will be able to participate in the survey. The survey will be made available on the YC website, and the URL will be listed on a bookmark handed out during Convocation on January 8, 2020. There will be more information about the survey and an accessible JotForm for employee comments. A running banner has also been approved for the web page, as a reminder to take the

- survey. Postcards have also been sent out to employees as well.
 - The first 200 employees to complete the survey will receive a special mug. In order to receive the mug, the employee must print out the completed survey page and give it to the YCSA representative for each campus/center. Julie Galgano will be collecting for the Prescott Campus, Alex Helm will be collecting for the Verde Valley Campus and Stephanie Wiltcher will be collecting for the Chino center.
 - The purpose of the survey is to improve the working environment.
- YCSA Bylaws
 - The YCSA Bylaws have been updated and sent out for voting by all staff. Please take the time to read and vote by January 7th, 2020.
- Development and Training Committee Updates
 - Alex Helm and Jane Hersh provided information regarding the budget request for staff professional development. The committee contacted Dr. Ewell, Duane Ransom and Julie Galgano to collect relevant statistical and historical data to determine the appropriate dollar amount for the budget request. The committee met multiple times to build the policy statement and procedures for the budget request. The final draft has been made which includes the proposal of \$25,000 for staff professional development. This proposal will be submitted and taken to ELT for review. Challenges with the request include the seemingly large budget already provided historically for staff development and the current available departmental funds for staff development. Dr. Ewell suggested all staff development opportunities be explored before employees apply for additional funds.
- Employee Recognition Committee Updates
 - Linda gave updates on the Winter Celebration for next year. Janice suggested having an angel tree for next year's Winter Celebration, which would provide gifts for students' families in need. This has been added to the agenda for the next year.
 - The totals for Service Excellence Awards are as follows: August- 25, September-10 , October-23 , November-27 , December-3
 - The ERC website has been updated to include the YC Way Award information with the nominees for Fall 2019, Spring Convocation date and time, and the recipients of the Service Excellence Awards through December 2019.
 - The budgets for the YC Way Awards and the Winter Celebration have been completed. Coming up in the spring semester, the team will be working on the Years of Service Event, the YC Way Awards for Fall 2020 and candy grams.
 - The Years of Service Event will also include recognition for employees that have completed degrees and those that will be retiring.
- Communications Committee Updates
 - Paige gave an update on the YCSA Newsletter and thanked everyone involved for their efforts. The new layout showcased in the November edition was well received and there was a lot of positive feedback. The target date for the next newsletter is beginning of February. The YCSA Newsletter will not include new employee highlights from now on, as these are being covered by the HR Happenings updates. A recap of Spring Convocation will be included, as well as I AM YC highlights.
 - There was much discussion about YCSA Broadcast, a new method of communication districtwide for staff, similar to DuckSoups and NewsFlashes. The YCSA Broadcast is intended to be an email notification system that will only include pertinent information that needs to be conveyed to all staff. Currently it is being finalized and will need to be approved by YC leadership before implementation. A test email was sent out with the YCSA Broadcast emblem and caused confusion. It was determined that details of this new communication method will need to be explained before it is officially implemented.
 - All YCSA representatives will be receiving 4"X6" static clings that say "YCSA Representative" to attach to their office door/window/cubical wall. This is to assist all staff with questions they may have for YCSA. All YCSA representatives are encouraged to share YCSA updates/news/happenings with their divisions and be the liaisons for staff inquiry.

- At the YCSA Meeting for Spring Convocation, lunch will be provided. Please encourage all staff to attend.

Meeting adjourned: 3:45 p.m.

**Commitment – YCSA is YOU? Thank you for
YOU!**