



## Minutes/Notes

February 5<sup>th</sup>, 2020

**In attendance:** Katherine Anderson, Lisa Schlegel, Julie Galgano, Karen Smith, Emily Weinacker, Linda Brannock, Janice Souttee, Alex Helm-Correa, Jane Hursh

### **President Cabinet Meeting Update**

- Budget timeline
  - o DGB 4/3
  - o Pre-Lim Approval 4/6
  - o Final Budget approval 4/12
- Budget Survey Results Review
- Cabinet Budget Choices
  - o ELT Final draft budget 3/17
  - o Share with cabinet 3/31
- April will get approval from DGB
- Karen suggests to Jane to come with up with a plan for if we do not receive funding for staff training
- Emily reminds us that she does have some Funding for Profession Development and it is ok to propose ideas to her.
- Alex and Jane are looking for ideas

### **DGB Minute Update**

- Minutes are now to be posted in real time
  - o All revisions will be made online and marked as revised and dated

### **Board Signed Bylaws**

### **Survey Updates**

- One of the highest completion rates
- Aimed for a completion of 400 and received 456+
- Will be 8 weeks before completed results come through
- Highest completion rate department will receive candy bar

### **YCSA Excellence Awards**

- 2 Awards with the title Excellence awards seems confusing to staff members

- Rebrand one the awards
- Created three name choices
  - o YCSA appreciation
  - o Rough Rider Appreciation
  - o Hive Five Award
- Hive Five Award chosen as the new name for the “Service Excellence Award”

#### **YCSA Broadcast**

- Approved
- Email link to be found on web page
- Archive past issues on web page
- YCSA Broadcasts to begin on 2/21/2020

#### **YCSA Organizational Structure**

- Organizational structure needs to be revised
- Need an updated report from HR to begin process
- Engagement Committee to take on maintaining the YCSA structure
- Balance annually
- Janice will assist in walking through the process

#### **Candy Grams**

- Sales April 20<sup>th</sup>-23<sup>rd</sup>
- Sales kits- will be able to choose from 4 pictures
- Grams will be assembled on April 28<sup>th</sup>
- Delivery will be April 29<sup>th</sup>, 30<sup>th</sup> and May 1<sup>st</sup>, 2020
- All proceeds go to the Roger Ryan Scholarships

#### **Strategic Update**

- Emily and college benefit committee to address strategic goals that are HR related
- Many of the proposed goals were HR related and Profession Development
- Remaining goals consisted of communications and engagement- which we committees already exist for.

#### **New Business**

- Should we use signature lines for YCSA?