



General Board Meeting Minutes: October 7, 2020

Attendees: Katherine Anderson, Julie Galgano, Karen Smith, Jenn Zimmerman, Adrienne Carlos, Tim Diesch, Emily Weinacker, Shannon Johns, Charlotte Dunnigan, Lisa Schlegel

Wellness Wednesday: - Katherine Anderson

Due to Wellness Wednesday taking place during the time of our regular meetings, it was proposed to move the YCSA meeting times. It has been decided that both the General Board and Executive Committee meetings will take place on the 1st Tuesday of each month, from 1-3 pm, beginning November 3rd.

President's Cabinet Summary: – Katherine Anderson

Four proposals were brought up for fall 2021

- HVAC
- Plumbing Technician
- Resident Electrician
- Advanced Leadership (9 credits / OER)

Spring re-entry plan will be discussed further at October 20th meeting

- We will open in Orange phase
- Proposing Visual Arts, Performing Arts and Physical Education to have in-person components
- Athletes back in the residence halls in single rooms

ELT Update: – Emily Weinacker

- Employee of the month program – selections will be handled on a divisional level
- Employee of the year will be selected from the monthly winners
- September winners were selected and awarded
- Emily will take back to ELT that many of the staff were not aware of the program or that it had already begun
- Dr. Rhine is focusing on keeping employees engaged
- To maintain balance amongst the employees, Mindful Mondays are being suggested. A 15-minute break will be instituted to allow employees to get up, stretch and relax
- We are slated to open for the spring semester. It will be the decision leader's decision which departments will return to campus



Committee Updates:

Communication Committee- Tim Diesch

- Tim & Kelsey met with Zach to discuss a new “Behind the Scenes Spotlight”, focusing on different departments and their employees, bi-monthly. Initially, it will be a PDF with pictures, showcasing the employees both professionally and personally.
- Tim Diesch is working on the YCSA brochure for new employees. Coming soon

Engagement Committee – Julie Galgano

- Focusing on transparency, the committee is working on a college resource manual

Employee Recognition – Jenn Zimmerman

- Sophia Zarifes is the newest committee member
- A “High Five” reminder announcement was sent out on October 7th. There were 104 award requests in August and 49 in September
- The Winter Recognition celebration is in the planning stages. Linda Brannock is the contact
- A Roger Runyan Scholarship email was sent out today. Fundraising is underway to replenish funds for the scholarship. The scholarship is available for full-time employees
- Nominations for YC Way awards are open until November 30th
- Karen Smith is working with marketing regarding retiree celebrations. The names and pictures will be featured on campus marquees and TV’s, the retiree will also receive a wall art and poem
- Emily Weinacker will bring to the President’s Cabinet about adding a \$25 gift certificate to the Chino campus greenhouse
- Karen Smith was presented a “High Five” award by Katherine Anderson, for all of her hard work on the retiree project
- There was a discussion on the best way to advertise to supervisors in regards to employees retiring. It’s important that we recognize those that have given their time and efforts to YC. Several methods were discussed.
 - HR will provide Karen Smith a list of known retirees
 - It will be mentioned in each publishing of the HR Happenings
 - It will be mentioned in each publishing of the YCSA Newsletter
 - It will be added to the Separation checklist

Professional Development – Charlotte Dunnigan

- Several ideas are being considered for Professional Development Day.
 - Full day event
 - Adding components on to existing training days, such as summer or winter institute
 - Should it be opened up to All staff?
- Staff survey will be sent asking about greatest needs



Compensation and Benefits – Adrienne Carlos

- Emily Weinacker joined group to discuss details of Compassionate Leave Bank
- Lisa Merrifield discussed IRS guidelines of using the Compassionate Leave Bank
- More research is being conducted as to how other schools are using a leave bank
- Julie Garver will be providing data on how many employees went unpaid in the last 3 years, due to the lack of bank availability
- The next meeting is November 4th at 11am

Next Meeting Date:

November 3rd, 2020, 1-2pm