



General Board Meeting Minutes: November 02, 2021

Note Taker: Linda Brannock

Attendees: Sophia Zarifis-Russell, Linda Chalcraft, Lee Ann Walker, Julie Galgano, Linda Brannock, Shannon Johns, Emily Weinacker, Nicole Mangelsdorf, Deanna Mooney, Kelsey Rumsey, Paige Ruggles-Kruger, Tim Diesch, Jenn Zimmerman, Adrienne Carlos, Karen Vail

President's update – Julie Galgano – Julie welcomed all to the meeting.

- **Policy Review Committee**
 - Paralegal Program approved to offer two certificates and two degrees starting the Fall 2022 semester.
- **Strategic Planning Committee**
 - The Committee is going thru the master plans of various departments, and at this meeting, the Committee discussed the REDC and their academic master plan.
 - The REDC Master Plan talked about how their economic plan is helping the community.
 - Julie announced that the REDC received an AAED Arizona Association of Economic Development peer-nominated award for Arizona.
 - Julie announced Dr. Ryan shared results for the Faculty CTE Survey at the Strategic Planning Committee meeting.
- **Tom Bordenkircher Meeting**
 - Tom Bordenkircher is a HLC Liaison that has around 110 schools to help guide thru the accreditation process.
 - In the YC meeting with Mr. Bordenkircher, they discussed Shared Governance and its importance to the Accreditation process.
 - When the HLC committee comes to YC, they will be looking for YC's Shared governance Definition Policy and stick too-it-ness.
 - Accreditation is coming in one year.
- **OSHA Complaint**
 - The team discussed the complaint to OSHA that YC did not have a COVID prevention plan in place to protect employees
 - Julie showed a response YC provided to OSHA's Complaint
 - The OSHA complaint was shared with the YCSA as a requirement for being an employee group
 - Question will there be a mask or vaccine mandate? YC is waiting for OSHA guidance before decisions are made. This plan will come from the ELT.
 - Julie suggested the board may meet to discuss ways for staff to bring concerns up to the ELT
- **Candy Bars**
 - Julie announced boxes of Candy bars sitting in her office that were supposed to go out as a survey appreciation for all who took the Survey, but due to COVID, the candy bars did not get handed out.
 - Unfortunately, since the candy bars are expired, they will not be handed out.



- **Committee Website**
 - Reminder for each Committee to update their Web page
- **Agenda and Minute postings**
 - Reminder for all committees to have agendas and meeting notes posted on their webpage.
- **Di Thomas update:**
 - Dr. DiThomas will be returning to YC for another meeting with the YCSA Staff.
 - The next meeting will be Tues November 09, 2021, from 3:00 to 3:45 via zoom
 - There will be room for ten staff to attend the meeting in-person for November 09, 2021, in Building 30-109.
 - Email Julie Galgano if you want to be part of the in-person meeting or the zoom meeting.

ELT Update – Emily Weinacker

- Emily discussed
 - Presidents Rhine's town hall will be on November 12, 2021, from 3:00 to 5:00 p.m.
 - Topics include gain sharing and the budget process
 - Emily announced an upcoming Bi-Lingual incentive program. It will include incentives for Bi-Lingual Spanish-speaking employees.
 - The plan would use a national test to test employees to see if they meet Superior or Intermediate qualifications. This award would offer Bi-Lingual employees \$100 for superior speakers and \$50 for intermediate speakers.
 - To earn this incentive would require the employee to commit to assisting at events where Bi-lingue speakers are needed.
 - Another Incentive that has been approved is the Wellness Program Incentive which will qualify employees to have \$10.00 taken off monthly medical insurance premiums.
 - Requirements will include completing a wellness check-up that includes blood work that provides for numbers assessed. Your medical numbers will not be shared as part of this incentive.
 - More information is coming soon.

Chair Updates:

Events – Linda Brannock & Sophia Zarifis-Russell

- Prescott Area Winter Celebration December 10, 11:30 am - 1:30 pm, 19-147
- The theme will be "Rocking Around the YC Tree," & The service project will be a Salvation Army Angel Tree and toy drive.
- On Monday, November 08, 2021, the Salvation Army will deliver trees to Prescott Building 1 and Verde Valley Building I.
- The Winter Celebration Teams next meeting is November 09, 2021
- Verde Valley Celebration December 03, 2021, 5-7 p.m. at the Southwest Wine Center
- The Verde team is planning and making decorations for the event.
- Next week the team will meet with the Verde café to finalize a menu.



- Thank you to the Learning Center for helping with decorations.
- Save the dates, RSVP's and Service Project Broadcast will continue until the events.

Awards Committee – Jenn Zimmerman

- **High Five Awards**
 - The Award committee will be updating the YCSA Awards website
- **YC Way Awards**
 - The deadline for YC Way awards is due Nov 13, 2021
 - To nominate, go to www.yc.edu/YCSA and choose the Awards link to learn more about the YC Way Awards.
 - A total of 26 nomination submissions at this time.
 - On November 19, 2021, the Committee will meet to select winners
- **Retirements**
 - The last employee retirement was Becky Goldsmith

Communication Committee – Tim Diesch/Kelsey Rumsey

- Kelsey presented new guidelines for the YCSA broadcast processes.
- The new guidelines will be voted on at the next YCSA Executive meeting
- YCSA Broadcast New Guidelines for approval
 - YCSA Broadcast – Use only for pertinent information on critical issues related to Yavapai College staff on all YC Campuses and Centers.
 - **Criteria**
 1. Applicable to at least 90% of all YC Staff (FT, PT, Districtwide)
 2. Time Sensitive
 3. High Importance
 4. Committee Approved
 5. No Duplicate Messages (DuckSoups, Newsflashes, etc.)
 6. All Attachments for YCSA Broadcasts must be in .pdf format
 - **Procedures**
 1. Staff member emails Chair/Co-Chairs of YCSA Communication Committee with YCSA Broadcast Request.
Please note: Staff Members can click the hyperlink from the YCSA Communications Committee Webpage and the Committee chairs email will Auto-populate Co-chairs for 2021-2022 – Kelsey Rumsey and Tim Diesch
 2. Chair/Co-Chairs of the YCSA communication Committee will determine if the request meet the Broadcast guidelines.
 - a. If it is not clear to whether the request meets the criteria, the Chair/Co-Chairs will send to the Communication Committee for review, and then onto the Board if additional review is required.
 3. Upon approval the request will be submitted into this JotForm:
<https://yc.jotform.com/212438339936868>
- The next YCSA Newsletter will be sent out the week of November 17th.



Professional Growth Committee – Charlotte Dunnigan

- The link for the professional Growth app was sent to Kelsey to add to the YCSA Newsletter and will go out as a YCSA Broadcast.
- The Committee is working on a rating system process for submitted applications.

Professional Development Committee – Katherine Anderson

- Please Save the Date of June 23, 2021, for the following Professional Development Day.
- More event details coming soon
- The Professional Development Committee is currently working on a budget for the event.

Next Meeting Date: December 07, 2021, 1-2pm