



### **General Board Meeting Minutes: May 4th, 2021**

**Attendees:** Karen Smith, Charlotte Dunnigan, Katherine Anderson, Lisa Schlegel, Shannon Johns, Lisa Merrifield, Adrienne Carlos, Emily Weinacker, Tim Diesch, Kelsey Rumsey, Diana Dowling

#### **Biggest Headache:**

CTEC adjunct and full-time faculty. Due to several retirements, there is an urgent need for Career and Tech instructors. Contractors, electric, HVAC, Plumbing, and auto mechanics, with a minimum of 5 years of industry experience required.

#### **YCSA Elections – Katherine Anderson**

- YCSA president, treasurer, part-time staff & student worker positions are currently open. Reapplications for presently held positions are also being accepted. Nominations are open until May 31st. A description of the bylaws is available on the YCSA webpage
- A recruiting page is being set up on the YCSA page, and a banner will be added to the front page of the website

#### **Benefits Open Enrollment – Lisa Merrifield**

- Active enrollment is open May 1 – 31, 2021
- Health benefits will take effect July 1st
- Employees may access their My Benefits through the employee portal
- Lisa discussed rate changes and increases, tier coverage, and co-pays, as well as plan changes
- The HDHP plan has an extended RX list, and the HSA employee contribution has been increased
- New tier options include employee/spouse, employee/children, and employee/family
- The mandatory retirement contribution has gone from 12.04% to 12.22%
- Health benefit meetings are scheduled throughout the month. You may also visit the website or contact your business partner for details

#### **President's Update – Katherine Anderson**

- Tom Hughes provided a Strategic Plan update
- Clint Ewell reviewed the FY21-22 budget
  - There has been a property tax increase due to increased building, not an increase in property tax itself
  - Budget amounts
  - Indebtedness
  - Staff changes
  - Restructuring
  - 3% pay increase still being discussed; however, there is concern regarding the increase
  - The FY21-22 budget will be voted on at the next DGB meeting, May 18<sup>th</sup>



- The President's Cabinet is disbanding. It will now be called College Council 1.0
  - The first college council meeting took place last week.
  - Topics discussed were fundraising/gift acceptance, as well as the telecommuting policy
  - Dr. Rhine describes the change as "Consultation to Collaboration."
  - Current members are the Executive Leadership Team and YCSA, faculty, and SGA president's
  - Their objective is to create transparent communication and to make everyone feel comfortable to express their feelings and voice their thoughts
  - Moving forward, HB 2750 will determine committee participation
  - The next meeting will take place on May 6th
- Dr. Rhine is proposing Town Halls, where all employees can hear what is going on within the college. Frequency is TBD
- YCSA general committee meetings are open to all employees who wish to attend
- Faculty Senate meetings are by invitation only

### **Recruitment Plan – Diana Dowling**

- The three objectives for FY21-22 are:
  - Increase Hispanic enrollment
  - Regain stop-out enrollment
  - Increase millennial & Gen X enrollment, 23-54 years old
- Changes made to the enrollment management area are:
  - Outreach to all new applicants
  - Weekly communication to leads
  - Assigned support teams
  - Students will receive automatic emails through Salesforce
  - Admission Advisors have assigned students. They will conduct outreach and walk the students through the enrollment/registration processes
- Enrollment is down – working on increasing for the summer & fall semesters
- YC is striving to become an HSI Hispanic Speaking Institution; however, there is a 25% Hispanic enrollment required. YC is currently at 23%
- Student-workers will reach out to students classified as "unknown ethnicity."
- The Hispanic population is the fastest-growing population in Yavapai County, up 7% last year
- Lisa Raygoza has organized a YC Hispanic committee, will be creating workshops for employees and is creating Hispanic videos
- Per government regulations, only US citizens are eligible to take ESL classes. YC is currently looking into the possibility of offering ESL options through Community Education
- YC will be hiring bi-lingual student workers
- IR is providing lists of stop-out students
- We are looking into expanding Credit for Prior Learning
- Linda Brannock will be reaching out to the stop-out students



- We are focusing on clear, short pathways for the millennial and Gen X students to create the "why" students benefit from attending YC
- Creating both virtual and in-person events
- Government CARES grant monies will be used for one free fall class to all students. Students must fill out an application
- Communication about the free class is taking place in the high schools and can be found on the YC website
- Information regarding 8-week classes, the Promise program, Early College, Personal Interest, and weekly tours is being advertised on many channels
- Virtual tours are also available
- The fall tour to AZ high schools will begin soon
- YC's chatbot is being widely utilized

### **Committee Updates:**

#### **Employee Recognition Committee - Karen Smith**

- No upcoming events until fall
- The president's picnic has been canceled
- There were nine High-5 awards presented in April
- YTD, there have been 357 High Five awards presented
- All employees are now encouraged to participate in giving High Five awards to their teams
- Jenn Zimmerman is currently working on the distinctions between the award types
- Eight employees are retiring in May

#### **Professional Development – Charlotte Dunnigan**

- Details for the YC Professional Development Day are in the finishing stages
- Internal and external experts are contributing to Professional Development Day presentations
- The committee sent the Roger Runyan scholarship announcement, via Dicksoup, to all employees; there have been no applications. A website link will be available soon.
- The budget for the YCSA Professional Development scholarship award will be \$25,000 for the year

#### **Communication – Tim Diesch**

- The Behind the Scenes program is moving forward. Matt Borja will be volunteering his time to work on the project
- The next meeting is the last week of May
- The new employee brochure is on hold, as we are waiting on information from the ELT

#### **Next Meeting Date:**

June 1, 2021, 1-2pm