



General Board Meeting Minutes: April 5, 2022

Note Taker: Nicole Mangelsdorf

Attendees: Ustadza White, Nicole Mangelsdorf, Lee Ann Walker, Charlotte Dunnigan, Deanna Mooney, Jenn Zimmerman, Karen Vail, Julie Galgano, Emily Weinacker, Shannon Johns, Tim Diesch, Katherine Anderson, Adrienne Carlos, Paige Ruggles-Kruger

College Council and College Council Committees update

Julie Galgano

- College Council 2.0
 - The Blue Ribbon Committee is returning to look into metrics.
 - Checks and balances will remain.
 - They are working to determine areas of academic primacy.
 - They will be reaching out to division members to foster understanding.
- Strategic Planning Committee
 - There will be a brochure to be handed out at Convocation about the key indicators of how we're doing.
 - The YC's SWOT has been updated.
- Policy Review Committee
 - The need was identified for staff professional growth procedures.
 - Policy 3.13, Internships and Service Learning was reviewed with the possibility of being sunset.
 - When a policy is updated all comments are reviewed and considered. Staff participation is very important.

Ustadza White

- Curriculum
 - Staff members (non faculty) can now vote on curriculum.
 - AAFA program allows a path for students to pursue a bachelors degree in dance. This program allows for collaboration with community parnters. This program emphasizes the strategic goal of belonging.
 - New paralegal study certificate is in the approval process.
 - A behaviorial health technician curriculum is being planned to address entry level workers needs.
 - New 4 year degree programs will be addressed.



Sarah Southwick (Represented by Karen Vail)

- Gen Ed
 - General Education (Gen Ed) consists of core subjects/classes everyone in college needs. These include english, math, science, and humanities. The Gen Ed committee evaluates and establishes criteria for courses.
 - A primary goal is shared outcomes, so that Gen Ed courses align with university courses.
 - Gen Ed has been refining processes on how they connect with other committees to improve communication.

Shannon Johns

- SEM - Strategic Enrollment Management
 - They have been focusing on new students and communication to them. They have been trying to take a personal approach.
 - They are looking into the most effective methods of communication (e.g., text, email)
 - They have worked on a welcome letter from Dr. Rhine, stickers for students.
 - New students in the fall semester will receive letter and stickers/clings
 - Communication plan being finalized.

Karen Vail

- Assessment
 - SLOA - Student Learning Outcomes Assessment.
 - SLOA is an ongoing process of evaluating the effectiveness of classes and education delivery, in addition to making adjustments as needed to ensure students can meet outcomes.
 - They have been consistently adjusting and modifying to meet the needs of students, using data to ensure standards are met.

Tim Diesch

- Budget
 - Both budget meetings for FY21-22 have occurred.
 - Meeting 1 was a general overview of budget process.
 - Meeting 2 was a Q&A with Clint Ewell, Frank D'Angelo, Duane Ransom, and committee members to evaluate the process and ensure transparency.
 - Karen: Will Academic Program Review inform budget decisions? -Tim will follow up with Dr. Ewell.

Yet to be determined

- Instruction
 - TBD



Emily Weinacker

- ELT Update
 - 4/12/2022 is the next DGB meeting. They are going over the Master Plan and budgeting.
 - The DGB will vote on the April budget draft.
 - ELT meets next Monday.
 - They are working towards aligning programs with budget.
 - PRC – Policy Review Committee, YCSA reps should work to get input when announcements go out for employees to give input on policies.
 - Belonging survey will be launched tomorrow to survey how employees feel about belonging. This is part of the strategic plan and HR master plan.
 - Onboarding process work continues in HR. The mentor program has started, and the first Employee Warm Welcome occurred. We are still working on the Onboarding Checklist and processes for supervisors.
 - We just hired a new HR Manager, and will be onboarding 5/9/2022. Their focus will be to develop supervisor and leadership training.
 - 10 positions for job postings were recently approved. New ISS position for business administration, coordinator positions, assistant III.
 - Town hall reviews with public officials in progress. Verde Valley happened, Prescott is next.

Deanna Mooney

- Internship/Inspiring Leadership
 - Julie: There has been some concern about Internships and people taking time away from their own offices. Can you provide an Inspiring Leadership overview?
 - Deanna: Inspiring Leadership involves employees staying in their current position while taking classes to enhance skills to become a better leader.
 - Deanna will invite a speaker about inspiring leadership for more information or gather information from the speaker.
 - May make internship part time, or wait to implement it until more staff are hired.
 - Input on Internship (from those present):
 - Adding training on top of existing jobs would be challenging. Learning new positions can be challenging.
 - Internship is a great idea, but could be time consuming. Once per week would be easier to cover than several months.
 - Cross-training is really appealing, and could make covering positions easier.
 - Emily described going on a year long internship in previous job, her replacement covered her previous job and they hired a temporary employee for coverage.
 - Adrienne described her experience with internship as a great opportunity.
 - The employee seeking the internship could be responsible for documenting the processes involved in their job.



YCSA Committee Updates

- Communication
 - n/a
- Awards
 - n/a
- Events
 - 4/15/2022 - Prescott Years of Service celebration will be in the upper quad by the Rider Diner.
- VV Events
 - 4/14/2022 Verde Valley years of service
- Professional Growth - Charlotte D
 - 100% of the \$25,000 available has been allocated to staff for professional development.
 - They're preparing to open applications for the Roger Runyan Award to award during Staff PD Day.

- Professional Development Day – Katherine Anderson
 - A YCSA Broadcast went out for proposals, please forward that to folks who might want to present.
 - The giveaway has been selected for Staff PD Day.

3:00pm meeting adjourned