

# May 2018

## IN THIS ISSUE

- ◇ PRESIDENT'S WELCOME
- ◇ 2018 COMMENCEMENT CEREMONIES
- ◇ CALENDAR REMINDERS
- ◇ CELEBRATING OUR EMPLOYEES
- ◇ YCSA REQUEST FOR NOMINATIONS
- ◇ WELLNESS UPDATE
- ◇ SUMMER SAFETY
- ◇ SUMMER WORK HOURS
- ◇ YC JOB FAIRS
- ◇ YCSA COMMITTEE UPDATES



SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

## YCSA President's Welcome

Can you believe that the academic year is almost over? Graduation is right around the corner and I encourage all staff to attend the Verde Valley graduation ceremony on Friday, May 4 at 6pm or Prescott graduation ceremony on Saturday, May 5 at 6pm. These ceremonies are so meaningful for our students and they will remind you why we work here at Yavapai College.

Thank you to the staff members who participated at the YCSA Giant Jenga booth at Yavapalooza on April 20:

Judy Brennen, Monica Belknap, Wendy Weiland, Paula Fuhst, Ruth Lillie, Linda Chalcraft, Jerry Zaryczny, Christy Kalback, Cassidy Grantham, Jane Hersh, and Jacque Mounce! I hope you all had as much fun as I did! We even saw some VPs out for a bit of fun. And, I couldn't resist including a picture of Cathy Gertsch leading the dance party a couple of booths down!



Enjoy this spring season, even with the wind, and take the time to recharge this summer with three-day weekends.

Lisa Schlegel  
Coordinator, Community Relations



## 2018 Commencement Ceremonies

Yavapai College Commencement ceremonies are held in May of each academic year. Below is a list and information regarding this year's Spring Graduation events:

**Verde Valley Campus:** May 4, 6:00pm — Mabery Pavilion Verde Valley Campus: seating is on a first-come, first-serve basis. The pavilion can accommodate approximately an average of four guests per graduate.

**Nursing Pinning:** May 5, 1:00pm — Performing Arts Center (YCPAC): open seating.

**Prescott Campus:** May 5, 6:00pm — YCPAC: seating is limited and guest tickets are required. Additional open seating (no tickets required) and live streaming of the commencement will be available in Building 2, the Walraven Gymnasium.

**Northern AZ Regional Training Academy (NARTA) Completion Ceremony:** May 24, 11:00am — YCPAC: open seating

*Congratulations to all 2018 YC Graduates!*

## Calendar Reminders



- May 4 Spring Semester Ends
- May 4 Verde Valley Campus Graduation
- May 5 Nursing Pinning Ceremony
- May 5 Prescott Campus Graduation
- May 7 Begin Summer Work Hours
- May 24 NARTA Graduation
- May 28 Memorial Day Holiday *(all campuses closed)*
- June 4 Summer Session Begins
- July 4 Independence Day Holiday *(all campuses closed)*
- July 26 End of Summer Session
- Aug. 3 End Summer Work Hours

# Celebrating Our Employees

Welcome to our new employees!

Name	Department
Elizabeth Larimer	Verde Custodial
Felicia Toliver	Academic & Career Advising
Gwendolyn Payne	Answer Center
Nancy Terkelsen	Answer Center
Stephanie Menei	Human Resources
Stuart Harris	PPO General
Susanne Stock	School of Social Sciences
Zully James	FEC

## Watch for YCSA Request for Nominations

Two YCSA board positions are up for election this summer. You may self-nominate or nominate a colleague. All full-time or regular part-time staff may be considered for these positions. In early June, nominations will be requested from the YCSA membership via a Call for Nominations distributed by email to all YCSA members. Nominees are required to obtain the approval of their immediate supervisor prior to accepting the nomination. Watch for nomination forms to be distributed in June.

Open positions for 2018-2020 are:

- ◆ **Vice President**  
The Vice President will preside at meetings in the absence of the President/Chairperson and will assist the President/Chairperson as needed. (2 year term)
- ◆ **Secretary**  
The Secretary will be responsible for taking and posting minutes, keeping records, and keeping the membership list current. (2 year term)

Participation as a YCSA officer allows you to: represent your peers providing input on what staff finds important; help brainstorm solutions to employee issues; work collaboratively with a creative and enthusiastic team; develop leadership skills; and most important — have fun.



# Wellness Update



## Why YCSA Members Should Participate in the YCT Wellness Program

A recent study asked people why they were not participating in their employee wellness program. Here are a few of their answers:

1. Can make changes on their own
2. Believe they are already healthy
3. Lack the time
4. Worry that their employer will know their personal health information
5. Don't know enough about the program(s)

Let's address these reasons one at a time:

1. Most human beings know when they need to make a behavior/lifestyle change, but don't know where to begin. Making changes happen is challenging. It is even harder when trying to do it on your own. Employee Wellness Programs help by offering support, whether it be from your colleagues participating in the same program or from the support staff associated with the program. It's okay (and much more productive!) to ask for help.
2. Taking the time to fill out a Health Risk Appraisal (HRA) will confirm whether you are healthy or not. Knowing your numbers (i.e. heart rate, blood pressure, cholesterol levels) can be a lifesaver. Not knowing could be dangerous. The YCT Wellness Program offers a chance for you to participate in a Wellness Screening every year in conjunction with our flu shot clinics. It's important to find out if you really ARE healthy or not.
3. Finding time to get healthy is not a luxury, it is a necessity. You owe it to yourself to MAKE the time to participate in your journey to better health and wellness. Isn't it better to find the time now than to wish you had later on!
4. Whenever you participate in an employee wellness program your information is completely confidential. Even when information is shared with the Wellness Coordinator, it is done in aggregate form, meaning only numbers, percentages and statistics are used. Names are NEVER used and your personal information is never shared.
5. It's easy to stay in touch with what is going on with the YCT Wellness Program. Simply log on to the YCT Wellness Website [www.yctwellness.com](http://www.yctwellness.com), submit your name and email address, and you will begin to receive regular updates about what is going on in the program. You could also always contact Paula Tomitz at ext. 2238 or [paula.tomitz@yc.edu](mailto:paula.tomitz@yc.edu). She'd love to hear from you!

The bottom line is that if you are interested in improving/maintaining your health and becoming more involved in your own wellness journey, consider participating in on one of the many programs the YCT Wellness Program has to offer.

## Summer Safety — Carol Beard

It's that time again! Summer is upon us and that means barbecues, parties, travel, and more! And that means it's time for me to give a safety shout-out.

Being out in the sun is fantastic after being cooped up in the office all day. But, remember the sun protection and the water bottle. Sunburns are no joke and can really make you sick, which means less fun all around. Likewise, not taking in enough water can lead to headaches, cramps, and other nasty things. Arizona is very sunny and very dry so think ahead and keep having fun!

As for those awesome barbecues and parties, don't forget to stay close by to your grills! It is very easy for a grill to put off enough heat to melt siding or start a fire. So keep an eye on those burgers and hotdogs!

Go have fun this summer. Have the party and do the things that bring you joy! A little safety goes a long way to having a ton of fun in the sun!

**ER visits** peak in the summer months.

**Avoid** these five common summer-related accidents and illnesses.

- 1 sunburn**  
Use a sunscreen with an SPF of 30+ and reapply every two hours
- 2 dehydration**  
Drink plenty of water and avoid sugary, caffeinated and alcoholic drinks
- 3 burns**  
Use caution when dealing with flammable liquids, open flames, campfires and even barbecues
- 4 outdoor injuries**  
Wear appropriate attire and safety gear during activities like bike riding and hiking; water recreation should be monitored by an adult who knows CPR
- 5 food poisoning**  
Don't eat food left out of refrigeration for more than one hour when the temperature is above 90° F

## Summer Work Hours

For 13 weeks during the summer, work hours will change for regular YC full-time employees (both exempt and non-exempt). This begins the week of Monday, May 7 and continues through Friday, August 3, 2018. Employees will work a 36-hour week, nine hours a day Monday through Thursday. YC business hours will be Monday through Thursday from 8am to 5pm and, with a few exceptions, the college will be generally closed on Fridays. Supervisors will work with staff to determine each employee's specific work schedules and discuss any other concerns they may have regarding their duties during this period. Have a safe and happy summer and enjoy your three-day weekends!

## Yavapai College Job Fairs

YC collaborates with many of our community partners to coordinate Job Fairs throughout the county: Chino Valley, Cottonwood, Prescott, Prescott Valley, Sedona, Camp Verde, and the Young Adult Fair in Prescott. The common goal with these fairs is to help our local workforce find employment, while at the same time helping our local employers find the qualified job seekers they need to fill their open positions.

At this point in 2018, we have held four job fairs, with:

- 208 businesses participated
- 810 job seekers attended
- 22 individuals offered employment (*this is only the reported number, actual number is higher*)

The upcoming Young Adult Career & Job Fair, focuses on the 16-24 age group. This year's theme, "Investing in the local community starting with the leadership of tomorrow...our youth" demonstrates how important the Job Fair Committee believes this event is for our young adults. Many who attended last year's event, did not know how to approach an employer, what to say, or even how to dress appropriately.

This event is different than the other job fairs, as this is about more than just finding a job, it is about providing our younger community the resources and abilities they will need in the future. Resume and interview assistance will be provided, as well as information on future career choices depending on the college or technical path one may choose.

The event will be held May 16 from 1pm to 5pm at the Yavapai Juvenile Justice Center in the outside lawn area. Representatives from business, healthcare, military, and education will be in attendance.

## YCSA Committee Updates

### Social/Community Service

YC's Social Community Service team has been busy planning their part of Yavapalooza this semester. Team members volunteered for duties on the day of the event and leading up to the event. On the day of the event, team members volunteered to sell water, work at YCSA Jenga game, and even helped kids bounce in one of the bouncy houses. Yavapalooza was a great success, and we hope to see it again next year. Currently, we are reaching out to YC Staff members to come and fill open positions on our committee. The committee's purpose is to provide opportunities for YC staff to build positive relationships and engage within the college and community. This is a very small commitment, so sign up and come and join in on the fun. If you are interested please contact Janice Souttee ( [Janice.Souttee@yc.edu](mailto:Janice.Souttee@yc.edu)) or Linda Brannock ( [Linda.brannock@yc.edu](mailto:Linda.brannock@yc.edu)) for more information.

### Newsletter

Our next newsletter will be published during the summer, tentatively early July. If you have any suggestions for articles or topics you would like to see covered in our next edition, please let us know!

We would love to have staff from all of our campuses be part of the Newsletter Committee and share events and happenings from all over YC. No need to attend meetings in person; committee members can attend via zoom. Interested? Please email [katherine.anderson@yc.edu](mailto:katherine.anderson@yc.edu).

### Employee Benefits & Professional Development

Employee Benefits & Professional Development Committee convened on January 30, 2018.

Agenda items discussed: need for new chairperson, membership confirmation, and other related employee topics.

- ◇ Co-chairs nominated and accepted by Alex Helm (Verde Valley) and Jane Hersh (Prescott)
- ◇ Confirmed continuing membership of those present including Karen Leja, Robb Ferguson, Paula Tomitz, Sureka Wrublik, Alex Helm, Jane Hersh. Others not present are asked to confirm membership by contacting Alex or Jane.
- ◇ Employee topics suggested for discussion with the new HR Director:
  - ◆ FMLA clarification
  - ◆ Succession planning
  - ◆ FSLA status – exempt versus non-exempt status
  - ◆ Other topics will be considered from YCSA membership via survey in the future

Next meeting scheduled for late May. The agenda will include review of old business, surveying YCSA members to prioritize HR concerns, and any new business items brought forward from committee members.

---

## YCSA Committees 2018

### Employee Benefits & Professional Development

*Alexandra Helm, Co-Chair*  
[alexandra.helm@yc.edu](mailto:alexandra.helm@yc.edu) ext. 6511  
*Jane Hersh, Co-Chair*  
[jane.hersh@yc.edu](mailto:jane.hersh@yc.edu) ext. 2091  
*Linda Brannock, Chair*  
[linda.brannock@yc.edu](mailto:linda.brannock@yc.edu) ext. 2170  
*Katherine Anderson, Chair*  
[katherine.anderson@yc.edu](mailto:katherine.anderson@yc.edu) ext. 2008

### Social/Community Service (SCS)

### Newsletter

---

## YCSA Board 2018

Lisa Schlegel — President	928-776-2257	<a href="mailto:lisa.schlegel@yc.edu">lisa.schlegel@yc.edu</a>
Janice Souttee — Vice President	928-776-2125	<a href="mailto:janice.souttee@yc.edu">janice.souttee@yc.edu</a>
Katherine Anderson — Secretary	928-776-2008	<a href="mailto:katherine.anderson@yc.edu">katherine.anderson@yc.edu</a>
Karen Smith — Treasurer	928-717-7760	<a href="mailto:karen.smith@yc.edu">karen.smith@yc.edu</a>
Alexandra Helm — Committee Co-Chair	928-634-6511	<a href="mailto:alexandra.helm@yc.edu">alexandra.helm@yc.edu</a>
Jane Hersh — Committee Co-Chair	928-776-2091	<a href="mailto:jane.hersh@yc.edu">jane.hersh@yc.edu</a>
Linda Brannock — Committee Chair	928-776-2170	<a href="mailto:linda.brannock@yc.edu">linda.brannock@yc.edu</a>