

# Yavapai College Staff Association (YCSA)

Spring 2018 Meeting Minutes

January 10, 2018

Attendees: Lisa Schlegel (President), Janice Soutee (Vice President), Katherine Anderson (Secretary), Karen Smith (Treasurer), Linda Brannock (Committee Representative), Linda Evans, Cathy Gertsch, Christy Kalbach, Jane Hersh, Brad Clifford, Jennifer Taylor, Matt Borja, Kip Mullen, Cynthia Heneage, Scot Nardo, Teri Schenck, Kellie Porter, Karen Jones, WL Weiland, Debb Huntley, Jami Dodwell, Leanne Burcham, Ashley Hust, Karen Leja, Mary Talosi, Ruth Lillie, Paige Ruggles-Kruger, Debby Orlando, Patty Naville, Peter Oppenheim, Keryn Lafferty, JJ McCormack, Julie Galgano, Carol Beard, Sureka Wrublik, Anabell Sartain, Crystal Long, Mark Janecek, Christy Hardin, Alice Burroughs, Alex Helm, Ellen Harp

Topic	Discussion
Welcome	<p>Lisa Schlegel introduced herself and welcomed everyone. She thanked James Elphick, former YCSA President, for all his hard work and dedication to the staff association.</p> <p>Lisa Schlegel announced the staff winners from Convocation.</p>
Board Introduction and Roles	Each Board member introduced themselves.
Bylaws/Constitution Voting Results	<p>Lisa Schlegel announced the results of the YCSA Bylaws/Constitution voting results. A total of 30 votes were received, with all 30 voting yes.</p> <p>Some comments were received, including minor typos. The typos will be corrected. At the February 5, 2018, YCSA Board meeting, Board members will review the feedback received and make any minor edits. If there are any substantive changes, the Bylaws/Constitution will be sent back to YC staff for another vote.</p>
Employee Raises Update	Lisa Schlegel shared that a 3% salary increase has been included in the proposed budget. If approved by the District Governing Board, the increase will go into effect July 1, 2018.
Summer Hours Update	Lisa Schlegel reported there will be no change to the summer hours this year. Employees will work 36 hours Monday through Thursday. YC will be closed on Fridays.

Performance Appraisal Revisions	Lisa Schlegel indicated staff are in the process of revising/streamlining the Performance Appraisal form. The goal is to roll-out the new form next year.
Promotion of Student Events for Spring 2018	YC Student Ambassadors presented information on upcoming student events. They encouraged all YC staff to become involved with the YC Clubs.
Social and Community Service Community	Linda Brannock introduced herself. She noted her committee meets once a month, with the next meeting occurring on January 12 at 10:00am in the Club Room. She provided a brief overview on the Holiday Party, Stepping Stones Service Project, and a possible upcoming appreciation event for YC staff.  Lisa Schlegel took a moment to show everyone the location of the Service Awards page on the YCSA webpage.
Newsletter Committee	Katherine Anderson introduced herself and thanked the many Newsletter Committee members that were in attendance. She noted the committee is always looking for more members, and that staff can attend meetings in person, via zoom, or phone. Staff were encouraged to reach out and share news or any updates with any Newsletter Committee member.
Benefits and Professional Development Committee	Lisa Schlegel stated that this committee is in need of a new chairperson. She will call a committee meeting together in order to choose a chair. One of the roles for this person will be to serve on the YCSA Board as a committee representative.
New Business	Lisa Schlegel reminded everyone of YC's 50 <sup>th</sup> anniversary. Karen Smith asked for help with the Chino Valley celebration.
Closing	Lisa Schlegel closed the meeting by thanking everyone for attending. Meeting adjourned at 11:47am.