

# Yavapai College Staff Association (YCSA)

## Board Meeting Minutes

February 6, 2018

Present: Lisa Schlegel (President), Janice Soutee (Vice President), Katherine Anderson (Secretary), Karen Smith (Treasurer), Linda Brannock (Social Events and Community Service Committee Representative), Jane Hersh (Staff Benefits and Development Committee Co-Representative).

Absent: Alexandra Helm (Staff Benefits and Development Committee Co-Representative)

| Topic  | Discussion   |
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| Welcome  | <p>Lisa Schlegel called the meeting to order at 2:17pm.</p> <p>Two new members were welcomed to the YCSA Board. Jane Hersh and Alexandra Helm are the new co-chairs of the Staff Benefits and Development Committee. They will serve on the YCSA Board as representatives of this committee.</p>   |
| Review of Suggestions to Bylaws by YC Staff Members          | <p>Lisa Schlegel reviewed the suggestions she received from Yavapai College staff members in regards to the recent by-law updates and approval.</p> <p>Board members reviewed the recommendations and made the following changes:</p> <ul style="list-style-type: none"><li>• Page 5: under Section B. Committee Chairs – add no term limits</li><li>• Page 3: under Article VIII YCSA Website – remove web designer’s discretion; change to at Board’s discretion in accordance with the currant webpage design.</li><li>• When an agenda is e-mailed out to YC Staff, the notice should include a call for agenda items.</li></ul> |
| Committee Updates — Staff Benefits and Development Committee | <p>Jane Hersh attended the HR Director forums. Once the new HR Director is hired, she will begin the connection between that person and this committee.</p> <p>The new Performance Review form will not be implemented until the new HR Director is in place.</p>  |

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| Committee Updates — Social Events and Community Service Committee | Linda Brannock noted the next meeting is scheduled for February 9, 2018. The committee will decide on the project/event for the spring semester.   |
| Committee Updates — Newsletter Committee                          | Katherine Anderson provided a brief update. She noted that the newsletter is in need of additional members and she will continue efforts to recruit employees from all of the campuses. The next issue should be published no later than April 2018. |
| YCSA President Updates  | Lisa Schlegel attended the PLT meeting and provided a brief update on the proposed budget. In March, the Board will look at the capital expenditures, April the whole budget, with a vote in May for approval or disapproval of the proposed budget. |
| Adjournment   | The meeting adjourned at 3:30pm.   |