

April 2017

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SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

YCSA President's Welcome

Greetings Amazing Yavapai College Staff!

I hope everyone survived those crazy allergies we are/were having. The end of the semester is just around the corner and that means there are a lot of exciting things going on. First of all, graduation is set for May 5th and 6th this year. As always, volunteers are needed for the commencement ceremonies, so please give some time to show your support for our students.

There are also going to be a number of capital improvement projects going on that will help us continue to make Yavapai College such a great place to work and learn. So please be aware that parking will be disrupted and there might be noise and dust in your work area.

Once again, thank you all for all of the great work you do for our students and campus, it is greatly appreciated.

Have a wonderful Spring!

James Elphick

Calendar Reminders

- | | |
|----------|--|
| April 17 | Fall 2017 degree-seeking student registration begins |
| April 24 | Fall 2017 open registration begins |
| April 26 | Administrative Professionals Day |
| May 5 | Verde Graduation / Last day of spring semester classes |
| May 5 | First Friday: Online Enrollment Benefits process |
| May 6 | Prescott Graduation / Residence Halls close |
| May 8 | Summer hours begin |
| May 11 | Final grades due by 12pm |
| May 29 | Memorial Day (all campuses closed) |
| June 5 | Summer regular semester begins |



For more information, visit ycsablog.wordpress.co

What is the Employee Leave Bank? How Can I Get Access?

The employee leave bank policy was revamped in April of 2016. It is set up to provide leave to full time employees who have joined the bank in case they have a catastrophic illness or injury and have exhausted all of their own leave.

- Examples of a catastrophic injury might be severe injuries to the spine, spinal cord, brain, including skull/spinal fractures.
- Catastrophic illnesses are life threatening, require lengthy hospitalizations, extreme therapies and or other types of care that basically compromise the person's health in a way that keeps them from the activities of daily living. Examples of this could be major burns, trauma that results in paralysis or coma and terminal cancer.

Full time employees can voluntarily join the "leave bank" after one year of employment by donating eight hours of sick leave, provided they have a balance of forty hours of accrued vacation or sick leave after their donation.

If an employee doesn't join at their anniversary, they must wait until there is an open enrollment period. To use the leave bank, employees must exhaust all of their own paid leave (vacation and sick). The serious health condition must be expected to last at least two weeks beyond the use of their accruals. Employees can draw 1.5x their annual sick leave accrual rate. An employee who earns 12 days of sick leave per year could draw 144 hours (18 days) of sick leave from the leave bank. If/when the leave bank is depleted, employees who participate will be notified and can again make a donation to the bank. Forms to participate in the leave bank are available from Human Resources.

Celebrating Our Employees

Welcome to our new employees!

Name	Department	Campus
Michael Anderson	Custodial/ Facilities	Prescott
Michael Patrick	IT	Prescott
Rynnie Scott	Student Development	Verde
Jennifer VanVleet	Athletics	Prescott
Steve Gomez	Custodial/ Facilities	Prescott



Wellness Update



Good physical and mental health comes from a variety of things. These things are different for everyone. For most people it's about balance, moderation and practicing the things that make you feel good. These can include healthy relationships, exercising, eating in a healthy way, getting good sleep, spending time with people you love, meditating, reflecting, being in touch with your body, etc...

The best way to figure out where to start is to ask yourself "What makes me feel good physically and mentally?" Whatever that is, that's where you should start. If you're just not sure of the answer, here are some simple ways to integrate wellness into your life each day of the week:

- Drink hot water or hot tea in the morning
- Workout. No excuses, just go!
- Drink a healthy smoothie
- Meditate (or just find time to sit quietly)
- Digital Detox (find two hours to part from your phone/tablet/computer/TV, etc...)

Get to Know Dean Holbrook

You grew up in Prescott? I was born on the east coast, but we moved to Camp Verde when I was one, and then to Prescott when I was six. I grew up next to Lincoln School, attended Granite Mountain Middle School, and got a ride from my dad to high school every day before he went to work as a teacher; I never had to take the bus to school.

Why did you decide to teach? What have been some of the unusual experiences you had? I was finishing up my Bachelor's Degree in Engineering when I had a chance to see some of the negative effects of private-sector engineering work by speaking with my wife's father when she and I were still dating. I originally thought teaching wasn't for me, but when I reflected on how my dad's job as a teacher affected our family, how much he loved his job and how much he was respected for it, I became interested in pursuing it. During grad school, I started working in the summers as an assistant teaching and tutor in the YC Learning Center and loved it. I was hired as full-time math faculty in 1994. At one point, my sister was one of my students. I was also the supervisor to both my parents when they were math instructors here at Yavapai.

What leadership qualities do you try to bring to your workplace? The leadership style I have most closely related to is the Servant Leadership style. Qualities I strive for as a leader are: integrity, honesty and genuineness. I think it is important that you get beyond thinking "what is best for me" to see what is best for the institution, its' students and the community.

YCSA Elections Coming Soon

Three YCSA board positions will be open this summer. You may self-nominate or nominate a colleague. All full-time or regular part-time staff may be considered for these positions. Nomination forms will be distributed in May. Open positions for 2017-19 are:

- **President** — The President will preside at all meetings; is responsible to prepare the agendas for all meetings with the assistance of the Secretary; conduct the meetings; and act as an official member, or designate a representative for various committees.
- **Alternative Representative** — The alternative representative takes the place of an elected YCSA board member should a vacancy occur for any reason.
- **New Hire & Professional Development Liaison** — This person works closely with Human Resources to help develop relevant First Friday training opportunities and is in charge of delivering welcome mugs to new employees.

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.

2017 SUMMER HOURS Frequently Asked Questions



1. When do summer hours begin and end?

Summer hours begin Monday, May 8, 2017 and end Friday, August 4, 2017 (a duration of 13 weeks)

2. How will my hours change in the summer?

Regular full-time employees (both exempt and non-exempt) will work 36 hours per week Monday through Thursday—the College is generally closed on Fridays. Employees will work four 9 hour days taking a one-hour lunch. Your work schedule is determined by your supervisor to meet department needs. Each supervisor will work with staff to determine their start time, lunchtime and end time, which should total 36 hours per week.

3. Can I work *through* lunch?

No, you will need to take a lunch. Policy 2.02 states: “Employees who work an 8-hour day will generally receive a one hour, unpaid lunch break around the middle of the employee’s scheduled work day but in all cases should receive a minimum one-half hour unpaid break.”

4. Can I work 7:30am -5pm with a 30-minute lunch?

It depends on the operational needs of your department. Your supervisor will work with you to determine your work schedule and lunch break.

5. Can I work on Fridays?

No, you should not work on Fridays, unless your position requires you to be at work on Fridays (such as certain positions in Facilities, FEC, or Campus Police). In such cases, work schedule will be determined by your supervisor to meet operational needs.

6. Will YC’s business hours remain 8am-5pm?

Yes, the standard College business hours will remain the same, open to the public 8am to 5pm. As during the rest of the year, some departments open earlier or stay open later. However, for the most part, the College is not open on Fridays. Your work schedule may begin before the College opens to the public and you may continue working after the College closes to the public.

7. Can I take time off without pay?

No, you cannot take time off without pay unless you are on an approved leave of absence.

8. Can I only work 32 hours per week as we have in past summers?

As has been our past practice, you may work 32 hours per week in the summer by using vacation hours to ensure that you are paid at least 36 hours per week. Per Policy 2.09 (Vacation), you may also use additional vacation hours so that your pay equals 40 hours per week. In addition, per Policy 2.08 (College Holidays), you are paid 8 hours (not 9 hours) for holidays (Memorial Day and 4th of July). During the summer, you can work with your supervisor to either use vacation time or work an extra hour during a holiday week.

9. What if there is not enough work to keep me busy for 36 hours per week in the summer?

Please discuss your concerns with your supervisor. There are a couple of options:

- a. Your supervisor may have some special project work which needs to be done
- b. There are several departments that are requesting extra support during the Summer—talk with your supervisor to learn more about those opportunities
- c. If your supervisor agrees with your assessment that the operational needs of the department can be met with fewer people in the summer than during the traditional school year, you may work with your supervisor and Human Resources to explore the possibility of changing your full-time position into something less than 12-months.



Carnations for Caring



Verde Staff Anniversary



Spirit Month



Verde Staff Anniversary

2017 Yavapai College Job Fair

Over 80 employers attended the 2017 Yavapai College Job and Career Fair on Friday, March 31. Overall, there were more than 500 job openings offered, with an estimated 350–400 job seekers attending.

Through the combined efforts of Yavapai College, the Prescott Chamber of Commerce, Goodwill of Central Arizona and the Department of Economic Security (DES), the YC Job Fair has become an annual event in the community.

Our next Career & Job Fair will be held May 19 at the Yavapai Juvenile Justice Center and will focus on jobs and resources for all our youth in the community, age 16–24.



YCSA Employee Benefits and Professional Development Committee Update

(See Page 6 for YCSA Committee Updates and Information)

The YCSA Employee Benefits and Professional Development Committee met last month. We have three items/projects that we have identified that we will be going forward with from now through Convocation Day. The first item that we are going to explore is how benefits are allotted to two employees who are married to each other as compared how they are allotted to two unrelated employees. It has been brought to our attention that some feel that there is a lack of parity in the administration of some benefits between these two samples. We will be looking into when this occurs, the basis for how and why this is happening, and revisit, as a committee, if this is an appropriate item to move forward with.

The second item is related to employee growth, professional development and retention. We would like to explore a similar program to Google's "Stretch Program." You can read an article about it here: https://www.linkedin.com/pulse/unexpected-way-stop-people-from-quitting-ryan-holmes?trk=eml-b2_content_ecosystem_digest-hero-22-null&midToken=AQH6ZDUgALlIig&fromEmail=fromEmail&ut=0zQ1_q6ltVXDo1. A program similar to this could be a program to assist with filling positions in tandem with an upcoming planned retirements. Did you know, that as of last February, 58 percent of the Yavapai College full-time staff is over the age of 50? Did you know, that with our extended summer hours, not all staff feel that they have enough work in the summer to fill these extra hours and a Coordinator has been charged with coordinating their extra time with departments who could use the extra help? A program like this might work particularly well in the summer months. Please feel free to contact a committee member with your views or suggestions about this. Or, maybe there is just something else in the college you would like to see.

Our third item will be forming a Wellness Support Group. This group could meet as frequently as weekly; maybe rotate meeting times (i.e., morning, lunch, and after work) each week so that more could attend — even if it's not every meeting; and cover topics like fitness, mindfulness, weight loss, nutrition, etc. We really want to solicit your input. Would you please take the time to take this very brief survey? <https://www.surveymonkey.com/r/V2LJ76B>

All of these items and actions are new to this committee. Our current plan is to start with fact finding and educating ourselves, determining a consensus about what to move forward, and then finding the appropriate path. Hopefully, we'll have good things to report on Convocation Day!

YCSA Committee Updates

Social/Community Service

Our February event “Carnations for Caring” was a huge success! We delivered over 350 carnations on February 13 to our staff and faculty. Thanks to all who participated and created many smiles!

YCSA sponsored spirit month in March by providing staff and faculty with an athletic game day treat. Staff and faculty wearing their green and gold to the BB game on March 24 and SB game on March 31 received a free ice cream and free hot dog. PTSS provided a livestream of the games for all campuses to participate. GO ROUGHRIDERS!

The celebration in April will be “Earth Day” on April 21 with a pledge to keep YC campuses clean and green, by picking up trash as you walk the YC Trail/Paths/Campuses. Join us in the Courtyard between bldg. 3 & 4 and make your commitment to “Act for Green” from 10am to 3pm. Walk the YC trail and/or campus, pick up trash, and return the bag to the recycle location in the courtyard. YCSA will provide the bags, water, and snacks for the day.

Thanks for making YC a great place for all!
Shana Rushing & Janice Soutee
Co-chairs, Social Community Service Committee

YCSA Employee Benefits and Professional Development

Please see update provided on page 5 of newsletter.

Newsletter

Our summer newsletter will be published in June/July. If you have any suggestions for articles or topics you would like to see covered by the YCSA Newsletter, please let us know! Or if you would like to volunteer to be on the YCSA Newsletter Committee, we would love to have you! Please email katherine.anderson@yc.edu.

YCSA Committees 2017

Employee Benefits & Professional Development

Social/Community Service (SCS)

Newsletter

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