



### **Meeting Minutes – 12.11.19**

**Attendees-**Janice Soutee, Kelsey Behnken, Katherine Anderson, Gwen Payne, Adrienne Carlos, Tim Diesch, Paige Ruggles-Kruger

**Review Notes from 10.1.19 meeting** – no changes

### **YCSA Convocation Presentation**

**Four to Five Bullets for the following areas:**

- Tim Diesch will compose the text for the **Website** slides
- Paige Ruggles-Kruger will compose the text for the **Newsletter** slides
- Janice Soutee will compose the text for the **YCSA Broadcast** slides

**Discussion on spring projects** – Communication opportunities will be brought to the all YCSA meeting on 1.8.20.

**YCSA Cline/Sticker** will be designed and provided to all YCSA Representatives to display outside their office door. This will allow all YC staff to be able to identify YCSA Reps. 4x6 or 5x7 – Janice will get a quote to the YCSA leadership for approval.

**Completing YCSA Broadcast Policies/Procedures** Janice, Kelsey & Adrienne will complete the policy/procedure for implementation of the YCSA Broadcast to present to the YCSA Leadership next week. The committee will be pre-testing the YCSA Broadcast on 12.11.19, with a message from the VP of Enrollment and Recruiting, this message will go to all YC staff & faculty. This broadcast will communicate the important registration/payment opportunities for all YC students for the spring semester.

**Next meeting date-**

- January 29, 2020, 10am to 11am