



## General Board Meeting Minutes: March 2, 2021

**Attendees:** Karen Smith, Kelsey Rumsey, Charlotte Dunnigan, Katherine Anderson, Lisa Schlegel, Shannon Johns, Julie Galgano, Adrienne Carlos

### Meet to Learn:

Lisa Schlegel –

- Dynamic forms will be replacing Adobe sign forms and will be announced in the HR Happenings
- The onboarding program group expands on the 2019 changes, focusing on welcoming new employees, college culture and history, relationships, and communication. The tentative rollout is August 1, 2021

Katherine Anderson -

- REDC has returned to work M-Th

### Biggest Headache:

The team talked about personal headaches and were given helpful suggestions

### President's Update – Katherine Anderson

- Emily Weinacker is out on leave until March 22nd
- Katherine will be presenting at next week's DGB meeting to discuss the YCSA mission, goals, and committee highlights
- The college is currently in code yellow, with some departments opening up on a part-time basis after spring break

### Additional Information:

- The business office and HR will remain working remotely
- Prescott and Verde Admissions will be open two days a week, ½ days, beginning the week of March 22nd
- The advising department is still unknown as to whether they will be returning in person
- TRIO programs are also unknown at this point
- CTEC will continue to be fully operational
- The Chino campus computer commons and central office are open M-Th 8:30-4. Testing services not available at this time.
- Academic advising is available on Mondays



## **Committee Updates:**

### **Communications Committee - Kelsey Rumsey**

- Tim Diesch and Matt Borja are continuing progress on the Behind the Scenes Spotlight campaign
- A more condensed version will roll out soon featuring the ITS department
- The new employee brochure is being tabled for the moment until the employee onboarding process has been completed
- The newsletter is scheduled to roll out twice per semester and once over the summer
- The committee will be incorporating videos into their regular updates
- Due to registration, the next meeting is scheduled for the first week of May
- The NISOD award winners were announced: Jeni Johnson and Tom Hughes

### **Strategic Management - Julie Galgano**

- Three videos are being presented, progressing through the strategic management plan, until the final video airs on March 22nd
- The videos are focusing on four areas, each with 3-4 ideas on moving forward: 1. Increase non-traditional students; 2. Modify schedules, more frequent; 3. Becoming a workplace training facility; 4. Increase student enrollment
- College as a whole is providing more of an ala carte menu

### **Employee Engagement Committee – Julie Galgano**

- Continuing to work on the outline for the Employee Resource page

### **Employee Recognition Committee - Karen Smith**

- Two employees currently assisting on the Employee Recognition committee are also helping with the President's Picnic committee.
- If we are in the green phase, the President's Picnic will be held on May 20 at Mingus Mountain
- There was a slump in January High-Five awards; however, 31 awards were given in February after YCSA sent a Dicksoup reminder to all employees
- Retirement recognitions are continuing as needed. A thank you from Linda Evans was received
- A quick video is being recorded, explaining the differences between the High-Five, Roughrider Salute, and YC Way awards. A transcript will be included for those that prefer to read the information
- The Years of Service awards will be virtual
- A framed copy of the award winner's supervisor's sentiment will be mailed to the recipient.
- A link will be sent March 25, inviting everyone to watch the ceremony



- Beginning next year, for those that qualify, part-time and adjunct faculty will be included in the years of service award ceremony
- Bricks will be placed in the Sculpture Garden on the Prescott campus, and at the Pavilion on the Clarkdale campus, for employees serving over 25 years at YC
- No other events are scheduled following the Years of Service awards

### **Professional Development – Charlotte Dunnigan**

- The theme for professional development day has been chosen, "New Ways for New Days."
- Logos are being decided upon
- Professional development day will be held on June 17, 9 am – 5 pm. All campus will be closed
- Presenters and topics are still being decided. Finding the perfect balance of internal YC experts and outside speakers

### **Telecommuting Policy – Karen Smith and Shannon Johns**

- A rough draft of the telecommuting policy has been created and will be discussed at next week's meeting
- In the initial discussions, telecommuting options and eligibility will be at the discretion of each department and its supervisor
- Temporary telecommuting agreements are already in place and were signed at the beginning of the pandemic

### **Comp & Benefits – Katherine Anderson**

- The sick leave bank policy has been put on hold while Emily Weinacker is out of the office
- Other options are being looked into

### **Business Office – Julie Galgano**

- Raises are still in the budget; however, the District Governing Board will need to approve
- New construction taxes are supplementing low student enrollment

### **Next Meeting Date:**

April 6, 2021, 1-2pm