YCSA Meeting Minutes

September 2026

Meeting Opened: 1:00 PM
Attendees: YCSA members and guests

Heather Knowles – Community Service Survey

- Heather reminded everyone to complete the **Employee Community Service Survey**.
- Fewer than 20 responses have been received so far.
- Most responses indicate support for YCSA helping facilitate community service opportunities.
- Heather encouraged everyone to respond, including employees who may not be interested in YCSA coordinating service opportunities, so results accurately represent staff.
- Survey asks whether YCSA should facilitate community service and what types of opportunities employees would like.
- Existing service opportunities include the biannual community food distribution and upcoming events such as **Walk into Darkness**.
- Discussion included how to provide opportunities for employees at campuses and centers outside Prescott.
- **JustServe** was discussed as a possible resource because opportunities can be searched by geographic area.
- Megan noted that participation and documentation of community service also supports HLC assurance efforts and demonstrates YC's commitment to its mission and public good.

Shelly Gilliam – ProGrow

- Shelly provided an update on current **ProGrow funding**.
- **16 requests have been approved.**
- Average award is approximately **$1,000**.
- **$34,076.51 remains available** in the fund.
- Employees must receive appropriate pre-approval before expenses are incurred.
- Requests should include itemized expenses.
- ProGrow is available to eligible full-time and regular part-time employees with at least one year of continuous employment.
- Employees are limited to **one request per fiscal year**.
- ProGrow recipients need to include the **PDF award letter with their travel claim packet** so funds can be properly tracked and departments receive appropriate credit.

Susanne Baker – Winter Celebration

- First **YCSA Winter Celebration Planning Committee** meeting will be held:
    - **September 17**
    - **10:00–11:00 AM**
    - **Zoom**
- Anyone interested in participating should contact Susanne.
- Susanne will send the Zoom link to interested employees.

Sarah Southwick – SLOA / Assessment

- Sarah provided an update on **Assessment Day** preparations.
- SLOA Committee continues reviewing curriculum maps and assessment plans.
- Committee will follow up with faculty who experienced challenges and provide additional assistance as needed.

Sarah Southwick & Brittney Hollar – Strategic Planning

- Sarah and Brittney provided updates from the **Strategic Planning Committee**.
- Continued emphasis on collaboration between departments.
- Discussion regarding the need for better communication about strategic initiatives happening throughout the college.
- Employees were encouraged to use the **WIN Coalition Signal Capture Form**.
- Staff can submit:
    - Trends
    - Articles
    - Resources
    - Observations
    - Other information that may be useful for strategic planning
- Broad participation will help provide institutional insight and identify emerging trends or concerns.

Megan Crossfield – HLC Assurance Review

- Megan provided an update on the **HLC assurance review process**.
- Peer review will be conducted **virtually**.
- Discussed the importance of gathering documentation and evidence demonstrating YC's commitment to its mission and public good.
- Employee participation in community service, strategic planning, assessment, and other institutional initiatives can provide valuable evidence for the assurance review.

Janet Nix – Presidential Search

- Janet provided an update on the **Presidential Search**.
- Search committee and timeline information are available on the new presidential search website.
- Website will continue to be updated as the search progresses.
- Employees are encouraged to use the website for current information regarding the process.

Comms Hub Discussion

- Group discussed concerns and challenges with the new **Comms Hub**.
- Staff are receiving information through several different communication channels, making information difficult to track.
- Concerns included:
    - High volume of emails and notifications.
    - Difficulty locating information after it has been distributed.
    - Multiple communication platforms.
    - Timeliness of important announcements.
- Heather and Brittney will gather staff feedback, including challenges and suggestions for improvement.
- They will schedule a meeting with the Marketing team to discuss the feedback and possible improvements to the process.

Janet – Building 19 Café

- New café in **Building 19** will begin its soft launch on Monday.
- Hours during soft launch:
    - **8:30 AM–12:00 PM**
- Staff are encouraged to visit and provide feedback.

Shelly – Constitution Day / Citizenship Day

- **Constitution Day and Citizenship Day** event will be held:
    - **September 17**
    - **12:30–1:30 PM**
    - **CLI – Prescott Campus**
- Staff are encouraged to attend.

Shelly – CLI / Finals Fest

- Shelly shared information regarding a new **CLI tutorial**.
- **Finals Fest** will take place during the week of **October 5**.
- Employees are encouraged to visit the CLIs and participate.
- Prescott Campus Finals Fest activities will include the **YMAX Theater**.

YCSA Website

- Updated **YCSA website** is now available.
- Website includes:
    - Meeting schedules
    - Meeting information
    - Zoom links
    - YCSA information and resources
- The next YCSA meeting is scheduled for **October 1**.
- Zoom link for the meeting can be accessed through the YCSA website.

Next Steps / Action Items

Shelly Gilliam

- Ensure ProGrow recipients include their PDF award letter with their travel claim packet.

Susanne Baker

- Send the Winter Celebration Planning Committee Zoom link to employees who contact her to participate.

Heather Knowles & Brittney Hollar

- Compile staff feedback regarding the Comms Hub.
- Schedule a meeting with Marketing to discuss concerns and possible improvements.

All Employees

- Complete the Employee Community Service Survey.
- Submit relevant trends, articles, resources, and observations through the WIN Coalition Signal Capture Form.
- Visit the Building 19 café during its soft launch and provide feedback.
- Attend Constitution Day/Citizenship Day on September 17, as available.
- Participate in Finals Fest activities during the week of October 5.
- Use the updated YCSA website to access information and the Zoom link for the October 1 meeting.

Next Meeting: October 1