# YCSA Professional Development Day Planning

## Meeting Notes

9.21.21 12-1 PM

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| Present: | Sureka, Charlotte, Gwen, Lee Ann, Katherine |  |
| Next meeting: | 10.26.2021, 11am-12pm, via Zoom <https://yavapai.zoom.us/j/91432010181?from=addon> |  |

1. Proposed Date

June 16, 2022 was tentatively selected. Katherine will ask Emily to check with ELT and let the committee know. Once the date has been confirmed, a Save the Date will be sent out via YCSA Broadcast.  
***(9/24 update – June 16 is the Juneteenth holiday in 2022 – a different date will need to be selected).***

Ideas were discussed regarding coffee in the morning and ice cream at the end of the day to allow the staff to interact with staff. Swag could also be distributed at the ice cream social. More than likely this will be an online event. Department managers could be encouraged to utilize the last hour for department collaboration.

1. Survey

An open-ended survey will be sent to staff ask asking for their top five wants for professional development at this year’s event. The survey will be anonymous, only asking for campus/center location.

1. Budget Request

Charlotte indicated there is no budget at this time. Funds should be requested directly from Dr. Rhine. Last year the total budget was $3,445.