



Spring General Meeting

Location: Prescott Campus-Rm 3-119

Date: 1/21/22

Zoom Link: <https://yavapai.zoom.us/j/91439991465>

Time: 12:45-1:30 pm

I. **President's Welcome**-Julie Galgano

- Julie welcomed the group to the Spring General Meeting and explained why we met on a different date than the Spring Convocation Lunch.
- Julie explained this meeting would be in the same format as the monthly General Board meetings and shared information on her meetings as YCSA President.
- **College Council 2.0:** This year's first meeting occurred on Jan 14, 2022. The team reviewed timelines of key activities, and we met new council members: Pamela Fawns, who will serve for three years; Leslie Sparkman will serve one year, and Ryan Grey will serve two years. The next meeting is scheduled for March 04, 2022.

Strategic planning committee: Julie suggested everyone review the Strategic Planning webpage. The committee is currently looking at the Colleges Master Plan to ensure the plan aligns with the Colleges Strategic Plan. The next project will start with the reading assignments and presentations, looking for the next trend in community colleges.

- **Policy review** – the team is working on removing procedures from the policies, which are currently combined. The team updated the smoking policy and the faculty load policy and wants to create a Staff Professional Growth policy. Julie reminded the group that all policies are open for college-wide review via emails requesting suggestions.

II. **Committee Chairs Updates**

Jenn Zimmerman- Employee Recognition

- **High Five award** – Jen described the High Five Process and reported that many awards were awarded over the Fall 2021 semester. Employees can go to the YCSA employee recognition website to submit a High Five Award for a coworker.
- **YC Way Award** – The YC Way Awards were just awarded for the Spring awardees at the luncheon on both campuses. The following awards cycle will begin soon.
- **Retirement** – Jen asked employees to help if they knew of an employee retiring to be recognized. Please let HR know, and the Awards committee know to have time to remember the retiring employees.

Linda Brannock- Events Prescott / Verde Winter Celebration

- Verde Winter Celebration was on December 03, 2021, at the Southwest Wine Center from 5-7 p.m.
- Linda showed pictures sent to her by Sophia of the beautiful setup and decorations made by hard-working employees at the Verde Campus.
- Sophia thanked all who helped with the Party planning
- Prescott Winter Celebration was on December 10, 2021, building 19-147, with the theme for both campuses: Rocking Around the YC Tree.
- Thank you to Lisa Schlegel for being the emcee and Julie Galgano for keeping the PowerPoint and music moving forward with the event.
- As of November 22, 2021, there were 98 RSVPs for Prescott and 31 for the Verde Valley campus.
- Thank you to President Dr. Rhine for providing food and the sweater giveaways. Please let Linda know if you did not receive one, as we have one box left.
- Thank you to Dr. Ralston for playing the piano, the YC student Singers for their beautiful music, and HR for their flash mob and singing YC version of Rocking Around the YC Tree.

Tim Diesch- Communications

- Tim announced the YC Webpages would soon see a new look with new videos and photos.
- The big project the team is working on is a department-owned web development internal communication project – The committee will be surveying staff for ideas and suggestions.

- Matt Borja shared a department-owned op in model newsletter featuring many channels. Departments can bring the spotlight to their area to showcase departments and their impact on the college.
- The project came about to boost recognition and create awareness of what happens in different areas of the college.
- It will be a centralized channel hub found in each YC portal.
- The name of the project is Behind the Scenes.

Charlotte Dunnigan- Staff Professional Growth

- Professional Staff Funds are still available and will align with the budget year.
- To apply for the funds requires supervisor approval, and then the committee will run the request thru the approval process.
- Next, the proposal is sent to HR to ensure the staff person is in good standing.
- Please plan and submit your proposal early enough, as the process can take some time.
- \$7000 worth of requests have passed the approval process for staff development; more funds are still available.

Katherine Anderson – Professional Development Day

- The next Staff Professional Development Day is scheduled for June 23, 2022.
- Theme: We can do great things together
- The college will be closed on the day of the event
- The event will be virtual this year, with a virtual networking event at the end of the day.
- Katherine asked for more volunteers to help with the planning process and the day of the event. Don't hesitate to get in touch with Katherine if you can help.
- Sessions for the next Staff Professional Development Day will be recorded and in MY Learn in Neo Gov

III. Answer Previously Submitted Questions

A question was asked about staff mentoring – which is a new part of the onboarding process?

- Many staff are already trained and assigned for all full-time new hires at their current campus.
- If you are interested in being a mentor, you must be full-time at YC for one year.
- Future training sessions will be recorded and used for training future mentors