

April 2016

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SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

YCSA President's Welcome

Hello Wonderful YC Staff!

I hope everyone had a great Spring Break and came back refreshed and ready to finish the semester strong. Thankfully, our search for a Vice President is over. I hope everyone took the opportunity to meet our candidates at the open forums and be involved. I know I was very fortunate as YCSA President to be involved and to be a voice for the staff in the process. It was quite an honor. So please join me in welcoming Dr. Ron Liss to Yavapai College.



I also had the opportunity to present the excellent work the YCSA committees are doing to the District Governing Board, and we made quite an impression, so keep up the great work committee members!

In other news, be sure to sign up for the Earth Day activities our Community Service Committee has coming up. And, don't forget to do your exercise for the Get Fit(Bit) Challenge. I know the TRIO/VETS team and I will be.

James Elphick, TRIO Veterans Upward Bound

Keeping Up On Security

Although the College does a great job at protecting us, we can also help to secure information on our computers. Here's a few quick tips:

1. **Protecting what's on your screen from others.** Do you need to step away from your computer frequently? Remember to use the Windows button and "L" to lock your screen. This quick key combination will lock your computer and requires anyone who walks up to your computer to enter your password to gain access.  + 
2. **Build more secure passwords.** Need help creating a more secure password? Try using a password generator such as passwordsgenerator.net. Want a password you can just remember? Think of a phrase you can remember and use the first letter from each word in the phrase. Vary the letter case and then add two number in places in between the letters then use a special symbol. Remember the following tips when creating a password:
 - It should contain more than 8 characters.
 - Include a combination of upper and lower case letters, numbers and special characters.
 - Avoid using personal information such as birthdates, family names, etc. or dictionary words. Hackers can use software to test dictionary words to identify your password.
3. **Watch for rogue websites.** While rogue websites are sometimes hard to spot, there are a few things you can look for to help you identify a safe site. Look for a green lock in the address bar and the code prefix "https://" at the beginning of the URL when visiting secure YC websites or other outside secure sites for banking, e-mail, etc. that normally require a password. Be careful when clicking on links from e-mail. If you need to use a link in e-mail, mouse over the link to see what URL it will take you to before clicking on it.

Calendar Reminders



- April 8 [Literary SW](#) Guest Authors Jane Hirschfield and Susan Terris (free & open to the public)
- April 14 Creative Writing Student Readings
- April 14 [YCT Wellness](#) Spin Class
- April 15 Wayfinding on YC Open House
- April 20 [YCT Wellness](#) Stress Management Class
- April 22 Evening of Recognition (CTEC)
- April 26 Evening of Recognition (Verde)

For more information and other events, click on the links above or please visit ycesablog.wordpress.com.

Celebrating Our Employees

Welcome to our new employees and congratulations to those who transferred to new positions.

New Employees

Name	Department	Campus
Phillip Reyes	Facilities	Prescott
Jennifer McCormack	Marketing	Prescott

New Positions/Status Changes

Name	Department	Campus
Jacqueline Schossler	FEC	Prescott

Student Leadership Council

Promotes Donate for Life

Are you a registered organ, eye and tissue donor? Did you know that our very own Roughrider mascot is a **Donate for Life Arizona** recipient? Did you know that you have the ability to save up to eight lives and heal more than 50 if you sign up as an organ, eye and tissue donor? On April 11, 18, 20 and 27, **Donate Life Arizona** will be holding a registry table outside the cafeteria (Building 3) from 10:45am to 12:45pm. Stop by on your way to lunch to meet the Roughrider,



ask questions, get information on donation or say “yes” to generosity by adding your name to the registry. We hope to see you there! Contact Darragh in SLC (Student Leadership Council) at 623-261-1123 for further details. Free refreshments available.

Tell a man there are 300 billion stars in the universe and he'll believe you. Tell him a bench has wet paint on it and he'll have to touch it to be sure.

~ Murphy's Law



Microsoft

Tips and Tricks

Here are some little tidbits about the programs you use every day. We hope they will make your job and day that much better!

Excel

Excel is full of functions that can seem pretty complex, but some of the simpler functions can save tons of manual work and time.

Concatenate Function: To concatenate means to combine or link items together in a chain. If you have a table of information where some of the columns need to be combined this can be a great function to know. For example if you receive a report where the first and last name of students are in two columns and you need them in one, you would simply insert the Concatenate function on the same row, specify the information you need to tie together, the first and last name, and Excel will pull the information together for you

Lower, Upper and Proper Function: Some other great functions to note are the Lower, Upper and Proper functions. These three functions can reformat text for you. They are handy to have on hand whether the information is in Excel or not, since you can always drop text into Excel to format and copy back out. The Lower function will take any string of text and reformat the lettering all into the lowercase. The Upper function will take any string of text and reformat the lettering all into uppercase. And the Proper function will take any string of text, no matter if it is uppercase, lowercase or a combined mess and format the text into proper case, where the first letter of each word is uppercase and the rest is lower on all of the words in a text string. Hint: The Proper Function works great on reformatting nouns!

Word

Themes: Did you know you can specify Themes for documents in Word? This means if you create the same type of document over and over, you can specify the format of the document so you always have the same presentation. This works great for items like manuals, memos, publications and events. If you aren't feeling creative when you start a document, Microsoft provides a number of themes to get you started that are all customizable.

Reviewing and Tracking Changes: Collaboration is key in today's workforce. To get the most out of reviewing a document for someone or having someone else review your document, track the changes they make through the Review tab. Turning on Tracking gives you the ability to see words crossed out, additions, formatting changes and comments on specific areas. If multiple reviewers help out, each reviewer's edits will be shown in a different color and the author has the ability to turn on and off each group of mark-ups as they choose.

EARTH DAY WEEK: APRIL 18 – 22

JOIN IN THE FUN ON THE PRESCOTT CAMPUS FROM 11^{AM} – 1^{PM}

- Wear green, brown or blue all week on both campuses
- Celebrate in the fun with jugglers and dancers
- Sign the Earth Pledge Board and do something for the earth:
 - ◊ Ride your bike to school or carpool
 - ◊ Take shorter showers
 - ◊ Turn the water off while brushing your teeth
 - ◊ Donate your used clothes and items
- Get informed with brochures, pamphlets and posters created by students, faculty and staff
- Calculate your carbon footprint
- Hike the YC trail and pick up any trash along the way (maps will be provided)
- Make a cloth tote bag – **bring in your t-shirt donations to VUB at 1-226**
 - ◊ **Free** cloth bags to those who need them or those who earn them by:
 - ◆ Going on the YC trail hike
 - ◆ Picking up trash on campus
 - ◆ Participating in the Trail Building at Glassford Hills, Granite Creek Cleanup, or Verde Tree Planting



EARTH DAY COMMUNITY VOLUNTEER EVENT: APRIL 21

As respect to our past environmentalists and ecologists and in memory of their work and struggles they endured to make our earth a better place, join us on the Verde Campus:

- **Tree Planting:** Verde Campus behind the I Building at 1^{PM}
 - ◊ Free popcorn, water and bags of seeds for students to plant on their own
 - ◊ **RSVP!** At the Answer Center in Building I, all students get a YC Passport Stamp
 - ◊ Sponsored by: Michael Werner, YC Student & Founder; Tim, Grounds Keeper; Tom Schumacher, Instructor; Patti, Campus Activities

EARTH DAY COMMUNITY VOLUNTEER EVENT: APRIL 23

Show Yavapai College Staff cares by volunteering:

- **Trail Building:** Glassford Hills Trail in Prescott Valley from 8^{AM} - Noon
 - ◊ Meet at trail head (map will be provided)
 - ◊ Bring rakes, shovels gloves and water
 - ◊ Wear closed-toed shoes
 - ◊ **Signup!** So we know how many snacks and waters will be needed
- **Granite Creek Clean-up:** Granite Creek Park in Prescott (Kid-Friendly)
- **Signup as part of Yavapai College** by e-mailing: Wendy.Weiland@yc.edu

A Continuum of Support for Student Success

We're excited about the continuum of support we can provide eligible Yavapai College students AND veterans through TRIO Programs and Veterans Education & Transition (VET) Services! Working together not only contributes to student success in a big way, but also supports our progress towards becoming certified as an Arizona Veteran Supportive College. Wondering how these services work together? Check out the continuum details below.

TRIO Veterans Upward Bound

A free college-prep program providing: Learning modules in math, composition, computer skills, literature, science, and Spanish to help our veterans successfully transition into a college, university, or vocational program.

Additional services: Assistance with college program selection, financial aid and admissions applications, career assessments, financial literacy, mentoring, study skills, referrals to veteran-serving community resources and more!

Veteran Education Services

VA education benefits can be a complicated process. Our mission is to insure accurate and timely VA certification processing for veterans and eligible family members.

- Provide individual, direct services and guidance to help veterans and eligible family members stay on track with their education.
- Provide services on location, as needed, to veterans and eligible family members attending campuses throughout Yavapai County.

TRIO Student Support Services

Many currently enrolled YC students and veterans may be eligible for additional free academic and financial support.

Extra support may include:

- Career and transfer advising
- Individual tutoring
- Peer mentoring
- University field trips
- Academic success workshops
- Financial literacy and additional funding

For more details about TRIO programs at Yavapai College, visit our webpage:

www.yc.edu/TRIO

For more details about Veteran Education Services at Yavapai College, visit our webpage:

www.yc.edu/veterans

TRIO Educational Talent Search

A free college-prep program for eligible students in 10 targeted middle and high schools throughout the district providing academic support services including:

- Academic counseling
- Career exploration and assessment
- College admissions
- Financial aid and scholarships
- College and cultural field trip
- Goal-setting and study skills

Many of the program's graduating seniors will transition into Yavapai College so you may see them in our classrooms and offices prepared and ready to learn!

YCSA Committee Updates

Service Excellence

Let the unveiling begin...We have a new LOGO for YCSA!



The Service Excellence Committee has designed a logo for the Yavapai College Staff Association. The logo will now appear on our YCSA Newsletter, the YCSA Website/Blog, the Service Excellence Certificates, and other official documents. Thanks to the committee for your talent and creativity.

Shar Jenniges, Chair

Community Service

Saturday, April 23, from 8:00am until Noon, YCSA volunteers will have the opportunity to clean-up the Glassford Hills Trail in Prescott Valley and the Granite Creek Clean-up in Prescott. Please contact Wendy Weiland to sign-up and receive further information.

Please come out and help us show the community YCSA cares! There will be events and displays in the weeks leading up to earth day on both the Prescott and Verde campuses; volunteers are also needed for small shifts for these activities. Contact Wendy in Prescott and Patti Shelton on the Verde Campus.

Daintry Donovan, Interim Organizer/YCSA Board Liaison

Social Events

The YCSA Social Events Committee is made up of the following wonderful members:

Katherine Anderson
Sandra Carney
Angela Fabela
Gina Hutchison
Shar Jenniges
Kelli Jones
Jennifer Taylor
Wendi Weiland

The Committee met recently and brainstormed lots of great ideas and activities for our YC family. Look for the upcoming activities in the next few months:

- Earth Day Fair on April 22
- Summer Celebration on May 12
- Service Excellence Event In June

Katherine Anderson, Chair



YCSA Committees 2016

Administrative Governance	<i>Shar Jenniges, Chair</i>
Community Service	<i>Daintry Donovan, Interim Organizer/YCSA Board Liaison</i>
Employee Benefits	<i>Daintry Donovan, Interim Organizer/YCSA Board Liaison</i>
Newsletter	<i>Michelle Baker, Chair</i>
Professional Development	<i>Connie del Castillo, Interim Organizer/YCSA Board Liaison</i>
Service Excellence	<i>Shar Jenniges, Chair</i>
Social Events	<i>Katherine Anderson, Chair</i>
Welcoming Committee	<i>Connie del Castillo, Chair</i>