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March 2016



YCSA *update*

SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

YCSA President's Welcome

Hello Everyone!

As I am writing this we are having some wonderful weather, and I am hoping for an early spring, but knowing Prescott we have another freeze hidden somewhere in our future. I hope everyone has a wonderful Spring Break planned.

The YCSA Committees have been hard at work planning events and staying on top of any developing issues pertaining to staff. Keep up the good work everyone! I would also like to take this opportunity to thank the Newsletter Committee for their hard work and diligence in getting the newsletter out every month and keeping everyone informed of the goings-on around here, it is greatly appreciated.

James Elphick, TRIO Veterans Upward Bound

Get to Know: Ruth Buttler

I was asked to participate in the YCSA Newsletter for the month of March in the “Get to Know You” article. I would like to share a little snippet of who I am.

I was born and raised in Columbiaville, Michigan, located between Detroit and Flint. Columbiaville was a logging community about 150 years ago. This is a quaint town with a population of almost 800.

Back in 1996, I decided to take a 52-hour bus ride to Dewey, Arizona to visit friends. During my visit, my friends and I and friends of theirs visited Yavapai College to swim in the pool. As circumstance would have it, on this day at the pool, I would meet my future husband. In 1997, I got married and moved to beautiful Prescott Valley. Although at the time, leaving the lush green landscape of Michigan was a little difficult. But with time, I have come to appreciate the landscape and beauty of Arizona sunsets.

In 2006, I began my employment at Yavapai in the Emergency Medical Services Department as an Emergency Medical Technician Tech, assisting students with gaining better knowledge and understanding of the emergency medical services. I worked within the department as a technician until a position opened as a Clinical Coordinator for the newly established Paramedic Program.

Then in the summer of 2015, my position was relocated to the Regional Economic Development Center which provides the county with premiere workforce training, employer-driven short term job training, and of course my focus assisting students from their area of study to find employment within the field. I have found my current position to be rewarding as one observes the efforts of students materializing as they achieve their career goals.

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Calendar Reminders



- Mar. 1 Deadline to Apply for May Graduation
- Mar. 6 – 12 Spring Break (all campuses closed)
- Mar. 10 [YCTWellness](#) Spin Class
- Mar. 16 [YCTWellness](#) Stress Management
- Mar. 14 Last day for Student-Initiated Withdrawal
- Mar. 17 Employee Years of Service Recognition Event (Verde)
- Mar. 23 Employee Years of Service Recognition Event (Prescott)
- Mar. 28 Summer Registration Begins
- Apr. 1 [First Friday](#) Sessions: “Legal Issues in Managing Employees”, “Threat Assessment”, “All Things Telephone!”, “Fair Labor Standards Act”, “Emotional Intelligence”, and “Hiring Manager SME Training”

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

For information on March Student Success Workshop Dates, visit yc.edu/v5content/learning-center/successworkshops.htm.

Get to Know You Continued

(Continued from page 1)

Besides work, I love to hike and take photographs of the area (below are some of my photos). I especially love black and white photos. I have made it a personal goal to take pictures of the natural plant life to archive what is this area's specialty.

For the past 30 years, I have been a seamstress and tailor. I have created garments from basic shirts/pants to wedding dresses and men's suits. I love designing and creating garments from a variety of materials. I also love making jewelry, especially working with wire wrapping.

And, just for fun, my husband and I are trying to learn Korean.



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!

Outlook

Email Rules: Hopefully you have heard about this little trick before, but if not, prepare to be amazed. For those of us (which is all of us) that receive reoccurring emails from the same source, i.e. newsletters, updates, notifications, etc., you can easily organize and maintain these emails by using a Rule. Email Rules can automatically move emails to their own folder, mark them as read, flag them, send an instant response and more. The setup is easy with step-by-step instructions you can find in the Rule menu from your Home ribbon in Outlook.

Scheduling Assistant: Somedays the only thing we have time for is meetings! And just when you think you have had enough you find yourself as the organizer of another meeting! When you are needing to collaborate with multiple individuals whose calendars you do not have access to, you can always preview their schedules with the help of the Scheduling Assistant. After you get the main information established for a meeting and you have invited all of the attendees you can click on the Scheduling Assistant to view if everyone is free at the time of the meeting. This helps schedule meetings faster, with everyone, without having to conduct ongoing sidebar conversations.

YCSA is Organizing Earth Day Events And We Are Inviting You to Join in!

EARTH DAY EVENT: APRIL 22, 2016

EARTH DAY FAIR

APRIL 22, 2016 11AM-1PM

OUTDOORS IN THE QUAD

(WEATHER PERMITTING)

EARTH DAY EVENT: APRIL 23, 2016

INTERNATIONAL EARTH DAY

SAVE THE DATE!

VOLUNTEER IN THE COMMUNITY

TO BE INVOLVED CONTACT:

WENDY.WEILAND@YC.EDU OR (928)717-7688



Celebrating Our Employees

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

New Employees

Name	Department	Campus
Anthony Mazzella	Campus Safety	Prescott
Eli Lewis	Campus Safety	Prescott
Michael Grady	Marketing	Prescott
Jamie Bingham	EMS	PV
Chelsie Klaine	Student Development	PV
Julia Berry	Student Development	Verde
Matt Unger	Facilities	Prescott

New Positions/Status Changes

Name	Department	Campus
Andrea Annibale	VP Admin/Finance	Prescott
Fernando Diaz	Answer Center	Verde
Aaron King	Campus Safety	Prescott
Sandy McCreigh	Library	Prescott
Susan Youngblood	PAC	Prescott
Felecia Cly	Facilities	Prescott

2016 Years of Service Recognition Our Employees Making a Difference Everyday

25 Years

Becky Goldsmith, Terry Lovell

20 Years

Susan Godby, Mike Kervin, Tom Kollasch, Becca Stein, Jennifer Taylor

15 Years

Ruth Alsobrook-Hurich, Laura Bloomenstein, Ed Bushman, Susie Check, Cindy DeCecco, Chris Dunn, Dave Dvorak, Paul Evans, Dave Gorman, Stacey Hilton, Jeff Maifield, Steve Mason, Diane Mazmanian, Lauren McCrea, Paul Smolenyak

10 Years

Nick Alexander, Tom Baca, Cynthia Brinck, Cheryl Casey, Dave Churchill, Frank D'Angelo, Wanda Denman, Al Garbagnati, Paula Gregory, Lindsay Henning, Laraine Herring, Jesse Hobby, Ronni Kearns, Scott Sabo, Deb Schumacher, Mark Shelley, Dale Sperry, Denise Woolsey

5 Years

Molly Beauchman, Beth Beecham, Jim Bettencourt, Laurie Bragdon, Justin Brereton, Nate Cloyd, Amber Davies-Sloan, Diana Dowling, Terri Eckel, Clint Ewell, Kirsten Fanning, Kara Giannetto, Larry Grimm, Blaine Harris, Paul Kirchgraber, David Laurence, Mark Muchna, Tara O'Neill, Anabell Sartain, Josh Schmidt, Jason Spangler, Maria Thomas, Virginia Vantuyl, Katie Windsor

The above employees will be recognized on March 17 (Verde Campus) and on March 23 (Prescott Campus). Congratulations!

YCSA Committee Updates

Newsletter

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

Kirsten Adaniya	Web Developer and Blog Creator
Katherine Anderson	Publisher and Contributor
Michelle Baker	Committee Chair and Contributor
Cathy Gertsch	Contributor and Editor
Gina Hutchison	Contributor
Karen Leja	YCSA Liaison
Rebecca Seigars	Editor and Contributor

This year we are taking advantage of technology and started a blog at ycsablog.wordpress.com. Our blog contains surveys to get feedback from all of you here at YC. Each month our newsletter will be posted then archived on our blog, along with additional pictures, articles and information. If you would like to contact us to include something in the newsletter or provide comments/feedback, please do at yca@yc.edu.

Service Excellence

The nominations for staff recognition continue to roll in. We will be handing out certificates soon. Our next item of business is to discuss the end of year recognition celebration.

May your blessings outnumber
The shamrocks that grow,
And may trouble avoid you
Wherever you go.

~Irish Blessing

Community Service

The Community Service Committee last met on February 22, 2016. We are actively soliciting committee members from all campuses — particularly the Verde Campus. Please contact Daintry Donovan if you are interested. Participation from all campuses makes us much more inclusive, and we are missing your representation. Currently we are working on our Earth Day participation and projects.

Employee Benefits

The Employee Benefits Committee last met on February 11, 2016. The committee is currently working in an advisory capacity with regard to upcoming changes in FLSA law and the Employee Leave Bank, and in a supportive capacity with The Employee Wellness Program.

Administrative Governance

At our next meeting we will discuss the following:

- ◆ How can people submit ideas, concerns, and suggestions to us?
- ◆ How and when winter closures are decided and announced
- ◆ Drop-in daycare (aside from FEC preschool)
- ◆ A wellness initiative program for insurance benefit
- ◆ Pending smoking policy review

If you have suggestions or ideas for ways we can make working here an even better experience, please let us know!

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>

