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**Date**

8.12.24

**Agenda**

**General Meeting**

**Attendees:** Ryan Winkelman, Shelly Gilliam, Mandi Lopez, Susanne Baker, Leslie Sparkman, Tabitha Fedina, Janet Nix, Arie Boelts, Deanna Mooney, Layla Tenney, Tonya Nolan, Heather Knowls, Petra Bennett, Bobbi Evans, Ginney Bilbray, Pamela Pierce, Bob Hoskovec, Katherine Anderson, Emily Peek, Leanna DeFere, Connie Varga, Carolyn Heath, Jeni Johnson, Katy Francis, Kelly O’Brien, Leah Sussman, Linda Chalcraft, Gwen Payne

8:15-9:00 am

Zoom link: <https://yavapai.zoom.us/j/99515332879>

**College Council and College Council Committees update**

**Julie Galgano**

* + College Council 2.0- There are mistakes on the academic calendar for 24-25- Juneteenth/4th of July.
  + Bobbi Evans is finishing out Bradi Rhodes term for college council.
  + Dr. Berry- Bachelor of Computer Science, and Division 1-6 reorganization
  + The college is looking at three-year bachelor's degrees this must go through HLC first.
  + Dr. Ewell gave an update on Prescott Pines getting a third party to handle the facility rentals.
  + Radiology is up to 15 students.
  + Britney is resigning as secretary therefore we are looking for a new secretary.

**Sarah Southwick-Assessment Committee**

* Assessment Day- 9/13/2024 All full-time faculty members are required to come, and 13 staff are required.

**Emily Peek-Curriculum Committee**

* The Curriculum Committee’s first meeting was on September 3rd. At that meeting, they discussed updating the Committee Charter to align with the recent academic re-organization.
* Over the summer, Sarah Southwick, Kim Howell, and I drafted a Curriculum Manual that outlines the guiding curriculum policies and procedures, curriculum process and timeline, and curriculum development resources. The Committee will review this manual for implementation in the next couple of months.
* The next Committee meeting will be September 17th where we will review the first few curriculum proposals in this cycle.

**Leslie Sparkman- Policy review**

* Policy Review is every few weeks. Employees will receive Newsflashes; please read and give feedback, the committee will review the feedback as part of the committee structure; vacation cashout policy feedback will be reviewed at the end of next week. Up next; Information security policy

**Ginney Bilbray-Strategic Planning**

* SPC met on 9/6/24 in Prescot Valley for an all-day retreat.
* Our agenda for the year is including but not limited to:
* Review Mission and Values statements to ensure alignment with addition of bachelor’s degrees. Deliver recommendation(s) to ELT.
* Review major college planning initiatives and integrate as needed (Academic Master Plan, Strategic Enrollment Management, Marketing & Recruitment, Budget, Facilities, Technology, Economic Development, Foundation, Community Education, & Human Resources) to ensure alignment with Strategic Plan.
* Incorporate research on topics highlighting adaptations to remain relevant considering the rapid pace of change in the higher education space. Review internal information including Energage survey, Noel Levitz survey, HOPE survey, etc.
* Update FY26 Goals & Initiatives and recommend which initiatives should be retired or changed.  We will meet every Tuesday in the fall semester and in addition have 2 all day sessions and a final all-day retreat.

**DGB Presentation**

Ginney will present at the Sept. DGB meeting. She will discuss the monthly Professional Development Sessions and YCSA meetings.

* Dr. Janet Nix: MBTI (30 staff members attended the first training for MBTI)
* Veronica Aguilera: Wealth Works Financial Strategies (24 staff members attended the first Wealth Works Financial Strategies)
* Candance Lea: Breath for Balance and Life: Bringing Yoga to Work (8 staff members attended the first Breath for Balance and Life: Bringing Yoga to Work**)**
* Rachel Garmon: Embracing Conflict is on October 10th.

**Janet Nix-**ELT Update

* No update but welcoming questions.
* There will be a Verde DGB meeting in October.
* ELT is considering having a picnic at the Pines. Volunteers will be needed. YC will be working with the vendor Camp Way. Possibly FY 25-26
  + Dr. Ewell says stay tuned; something is in the works to give staff member tours.

**YCA Committee Updates**

**Katherine Anderson - Communications**

* + The newsletter is published four times a year, the following newsletter is published in November—special election running for secretary. The secretary position is a significant beginning step. It is the remainder of the year until July 2025.

**Susanne Baker- Awards**

* + High-Five award in August there was 20, there are no upcoming retirements

**Bobbi Evans – Events**

* + They just had the preliminary meetings. On the Verde campus, December 3rd, M- 137 is pending on catering, Prescott, December 17th, 11 am-1 pm, in the 19-147. Unfortunately, we do not have funding food cards to get the meat this year. Please consider donating to help us pay for the gift cards when sending emails. Heather Leavitt will be attending our meeting to help get the faculty on board.

**Deanna Mooney**-**Professional Growth**

* + Thirty-one applications for the Professional Growth Fund have gone through and have been approved.
  + The remaining amount is $31,248.04.
  + Deanna has upgraded the requirements to ensure that all costs are budgeted if we do get reviewed. Your application will get returned if you are not budgeting for everything. Make a note if there is unique accommodation needed for dietary needs.
  + Bachelor 3-year degrees will be brand new- Bachelor of Applied Science is a separate degree. The program's bachelor's science in business covers 3 years, and applied computer science is converted to 3 years.

**Shelly Gilliam**- **Professional Development Day**

* Professional Development Day-Save the date, November 20th; Angela Garmon will be our keynote speaker- 2 hours, 9:30 am-11:30 pm. Then, breakout sessions in the afternoon, breaks, and box lunches RSVP; all part-time and full-time staff are required to attend; if you cannot participate, you may be required to take a vacation day. Talk with your supervisor if you need special accommodation. It will be held on the Prescott campus and at the PAC. Other employees on other campuses/centers will be reimbursed for mileage.

**Tabitha Fedina**

* Staff Professional Development Day on November 20th. All full-time staff and regular part-time staff are expected to attend the. Mileage should be able to be reimbursed by your department. The event is in-person only. People must RSVP to have lunch.