



YCSA Meeting Minutes

Date: November 14, 2024

Time: 8:16 am – 8:44 am

Location: YC Prescott Campus, Building 3 Room 119 and Zoom

Taken by: Layla Tenney

Attendees

- **Present:** Julie Galgano, Janet Nix, Layla Tenney, Sharal Patinathan, Tabitha Fedina, Linda Brannock, Terra Schmidt, Leslie Sparkman, Deana Mooney, Bobbi Evans, Susanne Baker, Sarah Southwick, Tonya Nolan, Petra Bennet, Lorrie Vodika, Adrienna Carlos, Alaina Graciano, Ashley Hust, Janice Souttee, Kristen Varon-Burkhart (*may be more unaccounted for*)
 - **Absent:** Ginney Bilbray (sick)
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Agenda and Key Discussion Points

1. College Council Update (Julie Galgano)

- **New College Council Sub-Committee:** Dr. Berry introduced a new sub-committee focused on faculty-led studies and curriculum.
- **Academic Master Plan Committee (AMP):**
 - Goals include the Integrated Program Evaluation System (PES).
 - Provides annual reviews and recommendations to the Executive Leadership Team (ELT).
 - Meghan Paquette (absent) will serve as liaison and attend future meetings

2. SLOA (Student Learning Outcomes Assessment) (Sarah Southwick)

- Assessment Day is tentatively scheduled for September 12 or 19.
- A sub-committee is being formed to review assessment reports and curriculum maps.

3. Curriculum Committee Update (Emily Peek)

- **Three-Year BS in Applied Business:** Approved by the committee.
- **205 Curriculum Proposals:** Received and awaiting more submissions.
- **New AGEC Structure:** Planned for the 2025-26 academic year, affecting general education categories.
- **Three vs. Four-Year Programs:** Three-year (92-credit) option has no elective block and removed concentrations, which should not affect Master's program transfers.

4. Policy Review Update (Leslie Sparkman)

- Reviewed policies on instructor absences; feedback requested.
- **Approved Policies:**
 - ITS, Cash-Out, Clean Desk/Clear Screen, Student Learning Evaluation, Probation Period for Staff/Faculty.
- Vote: No changes recommended for the "Instructors as Students" policy; sent back to College Council.

5. Strategic Committee (Ginney Bilbray absent; update by Julie Galgano)

- **Holiday Food Drive:** Accepting donations to reach \$2,000 goal. Current total: \$835.
- **Angel Tree Toy Drive:** Set up at Buildings 1 and I (Verde). YC students in need can request support.
- **Winter Celebration Party:**
 - **Prescott:** December 17
 - **Verde:** December 4
 - RSVP required; buffet will be provided at Prescott and held at Strada in Verde

6. Executive Leadership Team (ELT) Update (Janet Nix)

- **Vacation Cash-Out Policy:** Passed with reminders:
 - Cash-out amount is taxed.
 - Maximum: 88 hours for those with <5 years of service; 128 hours for those with >5 years.
 - Must maintain a 40-hour balance at all times.
 - Requests due by December 31, with no reversals.
 - **Bellwether Awards:** YC recognized as a Top 10 finalist for College Council initiatives.
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YCSA Committee Updates

- **Awards** (Susanne Baker)
 - No retirements this month.
 - 25 "High Five" awards issued last month.
 - **Events** (Julie Galgano)
 - Volunteers needed to help with decorations, wrapping food boxes, and gifts.
 - **Professional Growth** (Deana Mooney)
 - Approximately half of growth funding (\$25,000) distributed; slower distribution this year.
 - Reminder: Confirm with purchasing liaisons that awards are correctly credited.
 - **Professional Development** (Tabitha Fedina)
 - Upcoming session on Wednesday, November 20 at 8:00 am.
 - Professional headshots available; RSVP for lunch.
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Meeting Adjourned: 8:44 am