



Date 8.15.24

Attendees: Julie Galango, Katherine Anderson, Tabitha Fedina, Janet Nix, Ginnet Bilrary, Ashley Host, Heather Knowles, Keelin Miller, John Fabiano, Linda Brannock, Kim Howell, Jack Smith, Cherly Williams, Deanna Mooney, Wendy Present, Petra Bennett, Terra Schmidt, Deanne Petty, Emily Peek, Mike Opitz, Carol Beard, Katy Francis, Linda Chalcraft, Sarah Southwick, Susanne Baker, Connie Varga, Gwen Payne, Thatcher Bohrman

Agenda

General Meeting

8:15-9am

In person Room 19-147

Zoom link: <https://yavapai.zoom.us/j/97836933320>

Julie Galgano

- Staff Professional Development Day Date- November 20th, 2024, all-day training in-person and Zoom options. The first planning meeting is on 8/16/2024.
- Training Topic October- (Embracing conflict training)
- Neo Gov Tutorial- <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:976fef3a-0ca7-30a3-befe-24b979008a94>
- Policy review committee- Vacation cash out; employees are welcome to give feedback. Please provide the vote, as this will affect every employee and staff member.
- Probationary period- full-time/part-time- Read the policy and comment.
- Sarah Southwick updates for Student Learning Outcomes Assessment Committee (SLOA)
- Emily Peek updates for the Curriculum committee this year.

Janet Nix

- ELT Update-Cashout Employees that meet their max for vacation accrual. Allow employees to cash out. Employees must have at least 40 vacation hours; the remaining can be cashed out. You will need to tell HR that you want to cash out money for Christmas, and then you will receive it at the beginning of the year. Think about your physical and mental health before cashing out vacation time—non-except 160 hours, exempt 240 hours. After five years, an employee accrues more vacation time.
- Probationary policy- The engagement survey showed low scores from first-year hires. 1-5 years tend to go down. They looked at the reasons for that in exit interviews and feedback from the onboarding process. Tabitha Fedina is now in charge of the onboarding process. Within the first six months, there are opportunities to check in with the new employees to see if the expectations meet their needs. Employees who go into a different role within the first three months will have a formal informal with their supervisor. If the employee isn't meeting expectations, will they be released from their new job? No, they will have ongoing conversations with the supervisor on how well they are doing. It should never go directly to HR; the employee and supervisor must constantly talk about their progress in the position.
- ELT has been discussing having Fridays off year-round. Each department has its own time off on Fridays. Most departments work from home on Fridays or are appointment-based. Working from home on Fridays is a lot of flexibility, but it is up to the department manager.
- Camp update- NARTA training people are living at Prescott Pines Camp. Hired a director, Prescott Pines- Sean
- Focusing on employee housing is a sliding scale.

YCSA Committee Updates

- Shannon Johns: Awards- Retirements Robb Ferguson 8/1/2024, Greg Tomsho 8/1/2024, Nancy Ostapuk 8/15/2024
- Staff Professional Growth- 16 apply for Progrow within the last month, we \$11,139 so far. We have under 40,000 left.
- Thatcher Bohrman sent out a Special request- Christina Goldsmith received Master of Arts in Education (Learning Design & Technology and Global Education) at ASU.
- If you would like a special request sent out please contact YCSA.