



YCSA Meeting Minutes

Date: January 16, 2025

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, Ginny Bilbray, Layla Tenney, Tabitha Fedina, Jami Dodwell, Linda Brannock, Susanne Baker

Zoom: Emily Peek, Bob Hoskovec, Sarah Southwick, Kristen Varon-Buckhart, Lorrie Vodika (some attendees may be unaccounted for)

1. Agenda and Key Discussion Points

A. Strategic Enrollment & Management Committee: Diana Dowling

1. Committee Chairs: Diana Dowling, Michael Merica, Tania Sheldhal
2. Revamped and new focus on data with new enrollment report.
3. Enrollment is up 10% as of January 16, 2025.
4. Focus on student success:
 - a. Students who are successful in their first semester are more likely to be successful in the future.
 - b. Resources are being provided to support students and ensure continued success.
5. Importance of student retention:
 - a. Fall-to-Fall retention (students returning each fall).
 - b. Semester-to-semester persistence (students continuing from one semester to the next).
6. Reviewing Canvas tools for improving student engagement.
7. Implementation of automated messaging from instructors.
8. Goal: Increase student response rates to instructor communications.
9. Looking at placement testing:
 - a. Review the success of students in these placements (last reviewed in 2019 when multiple measures were introduced).
 - b. Assess if students are succeeding in placements.
10. Required advising as a future possibility..

B. Budget (Julie Galgano)

1. *Revenues:*
 - a. Property taxes
 - b. Tuition/fees
 - c. Government aid
 - d. State aid
 - e. Fund balances that carry over from year to year

2. Property tax increase request:
 - a. The District Governing Board (DGB) can request a property tax increase, but people typically resist.
 - b. Discussion on how low Arizona property tax rates are compared to the national average.
3. Tuition/fees:
 - a. YC's prices are competitive

C. College Council (Julie Galgano)

1. *Assessment Committee Update:*
 - a. Reviewing withdrawal (WD) policy:
 - i. Instructors can withdraw students for no-shows in the first week.
 - ii. After the first week, students must withdraw themselves.
 - iii. Instructors are concerned about retaining students without the ability to communicate directly when students withdraw themselves.
 - b. ASU has three types of W's: W for Fail, W for Fail (never participated), and W for Did Not Complete.
2. *Prescott Pines Housing:*
 - a. Housing available for staff/faculty.
 - b. Information on rent: Includes utilities, pools, trails, maintenance, parking, etc.

D. Curriculum Committee (Emily Peek)

1. *Curriculum Review Progress:*
 - a. 228 proposals reviewed to date.
 - b. Anticipating 15-20 additional proposals for the next meeting on February 4
2. *Program Approvals:*
 - a. 9 new programs approved, including:
 - i. Limited X-Ray Machine Operator Certificate (launching this summer).
 - ii. Remaining programs to be effective Fall 2025.
3. *Program Deletions:*
 - a. 8 programs approved for deletion, including:
 - i. Business Office Certificates and AAS
 - ii. Baking and Pastry Certificate
 - iii. Assisted Living Facility Caregiver
 - iv. AGECE-A, B, S to be replaced by the new AGECE structure.
4. *Program Modifications:*
 - a. 36 programs being modified, including:
 - i. Transfer degrees affected by the new AGECE structure.
 - ii. Other changes include program outcomes, course options, and descriptions.
5. *Next Steps:*
 - a. February 4, 2025 will be the final meeting for reviewing curriculum.
 - b. Remaining meetings will focus on discussions about the curriculum process for the following year.

E. SLOA (Sarah Southwick)

1. Completed review of all submissions for the SLOA cycle for Assessment Reports.
2. Assessment Day 2025 scheduled for September 26th.

3. *Embry Riddle Assessment Summit:*
 - a. Members of the Assessment Committee will attend.
4. Presented goals to the District Governing Board (DGB):
 - a. Consult and support faculty and deans regarding assessment.
 - b. Provide suggestions for quality improvement with forms and processes.
 - c. Review and provide feedback.
 - d. Assist in planning.
 - e. Participate in Professional Development.
5. *Institutional Learning Outcomes:*
 - a. Communication
 - b. Critical Thinking
 - c. Social Responsibility

F. DGB (Ginney Bilbray)

1. *YC Holiday Accomplishments:*
 - a. Olli received \$2,155 in gift cards.
 - b. 65 food boxes were provided.
 - c. 45 children had gifts purchased for them—over 270 gifts in total.
 - d. 83 requests for food were fulfilled in December.
 - e. Over 236 family members supported through the food pantry.
 - f. Special thanks to Campus Safety, who volunteered hours wrapping gifts and made two trips to the Verde. Recruitment also helped with last-minute wrapping.

G. Committees (Julie Galgano)

1. *Winter Committee:*
 - a. Complaints about fundraising for food boxes. YCSA will no longer fundraise for food boxes but will focus on the Toy Drive/Angel Tree instead.
 - b. YCSA will continue to assist with wrapping boxes, gathering food, and sorting.
 - c. The food pantry will continue to fundraise for food boxes.
 - d. Linda Brannock praised the event but acknowledged complaints. she emphasized that the kindness shown should continue regardless.
 - e. Possible food donation competition with teams/VPs.

H. Staff Professional Growth (Julie Galgano)

1. \$32,000 spent so far, with 26 people receiving \$750 each.
2. Remaining funds: \$12,000.
3. To ensure the remaining funds are used, total cost of trips and documentation (screenshots, etc.) must be submitted.

I. Newsletter (Julie Galgano)

1. Newsletter to be sent out in February.
2. Unity Walk on Prescott Campus scheduled for January 25th from 11am-2pm.
 - a. Includes food truck, music, swag, and more.

J. Compensation Calculator (Brittany Hollar)

1. *HR Toolbox/DEMO:*
 - a. Demonstration of compensation tools, including a compensation calculator for determining hourly rates, salary, retirement, Medicare, long-term disability, holidays, vacations, and other benefits.

- b. Provides a total compensation breakdown, including what the college contributes to benefits.

K. Fiscal Year Calendar (Mail Center)

1. The Mail Center requests YCSA assistance in contributing to the fiscal year calendar creation.
2. Julie will discuss with the team whether this is possible.
3. 'Summer First Friday Off' Date Change: May 16, 2025
4. Juneteenth Date Change: June 19, 2025

L. YC Picnic at Prescott Pines (Campway)

1. Not a YCSA event, but Campway will provide the picnic.
2. Families are invited.
3. The event will take place on May 17th from 11am-3pm.

M. Awards (Susanne Baker)

1. *High Five Awards*:
 - a. November: 54 awards
 - b. December: 16 awards
2. SAM Awards Nominations available starting February 1st.
3. Retirements - 0
4. SAM Award Winners: Fall 2024 Quarter

Ustadza White – Staff winner
Megan Hanna - Faculty winner

Meeting Adjourned: 8:58 am