YCSA Convocation Meeting Minutes

Monday, August 10, 2026
Meeting Called to Order: 1:31 p.m.

Welcome and Introductions

Heather Knowles welcomed attendees and introduced new committee members:

- Sarah Southwick
- Thomas Eastlack
- Brittney Hollar

YCSA Committee Updates

Professional Growth Fund — Shelly Gilliam

Shelly announced the launch of the **2026–2027 Professional Growth Fund**.

- Employees may submit one funding request per person, per year.
- Approximately **$40,000 in funding** remains available, providing many opportunities for employees to apply.
- Employees must have worked at YC for a minimum of one year to be eligible.
- Recipients are required to submit a summary report following their event or professional development experience so that what they learned can be shared with others.

Roger Runyan Career Enhancement Scholarship — Deanna Baker

Deanna provided an update on the **Roger Runyan Career Enhancement Scholarship**.

- The scholarship was established in 2007 in memory of Roger Runyan.
- It was created to support staff members pursuing professional and career development opportunities.
- This will be the final year the **$1,000 scholarship** is offered.
- **Taylor Oest** was announced as the recipient of the **2026–2027 Employee Career Enhancement Scholarship**.

Awards Committee — Shannon Johns

Shannon shared an update from the Awards Committee.

- Award recipients/winners were recognized.
- The committee is seeking additional volunteers to serve as **“runners”** to assist with the physical delivery of awards, including High-Five Awards.

Events Committee — Julie Galgano

Julie discussed upcoming volunteer opportunities for the **Winter Celebration**, including:

- Angel Tree
- Gift wrapping
- Setting up Christmas trees
- Setting up the buffet room

A Zoom meeting for employees interested in volunteering will be held **September 17 at 10:00 a.m.**

Communications — Brittney Hollar

No update.

YC Committee Updates

The YC Experience — Tania Sheldahl and Diana Dowling

Tania and Diana shared information about **The YC Experience**, an initiative designed to strengthen the first-year student experience at Yavapai College.

- The initiative is being framed around the **first semester** rather than simply the first year.
- Its purpose is to help students connect with resources and better understand what to expect throughout their first semester.
- A website is currently being developed.
- The 16-week semester will be broken into segments highlighting what students should anticipate and prepare for at different points during the semester.
- Resources will include academic support through CLI and connections to other YC services.

Curriculum Committee — Emily Peek

- Curriculum forums will be opened through **Coursedog**.
- Faculty training will take place over the next month to help faculty become comfortable submitting curriculum changes through the system.

Policy Review Committee — Leslie Sparkman-Winsor

- Policies have been distributed via email.
- Employees are encouraged to review the policies and submit feedback.

Strategic Planning — Heather Knowles

- Heather announced that she is no longer serving on the Strategic Planning Committee.
- **Sarah Southwick** will take over the YCSA representation on the committee.

SLOA / Assessment Day — Sarah Southwick

- **Assessment Day** is scheduled for **Friday, September 18, 2026**.
- Assessment Day focuses on measuring student learning.
- **SLOA** stands for **Student Learning Outcomes Assessment**.

Academic Master Plan — Meghan Paquette

No update.

Budget — Julie Galgano

No update.

Student Organization & Leadership (SOL) — Janice Soutee

Janice shared several updates regarding student resources, involvement, and leadership opportunities.

Ruff's House

- Students can sign up for resources and opportunities and may be eligible to win prizes.
- A banner is updated each morning with information about activities happening on YC campuses.
- The resource is intended to help students learn how to connect with YC resources and activities at any time.

Student Government Opportunities

- There are currently **seven openings for students to serve on college committees**.
- There are **three openings for the College Council of Student Representatives**.
- Interested students should contact **Janice Soutee** for an application.
- Participating students may receive **$100 per month** through scholarships or a Christmas bonus.

YC Odyssey Leadership

- A new student leadership opportunity, **YC Odyssey Leadership**, is being introduced.
- Students may participate in SOL opportunities online or in person.
- A mixer is planned, with the official kickoff anticipated in **October**.

LEAD Conference

- SOL is bringing back the **LEAD Conference** in April.
- Programming may include opportunities such as an etiquette lunch.
- Leadership workshops will also be available for staff and faculty.

ELT Update / Q&A — Janet Nix

Janet provided several updates from the Executive Leadership Team:

- Two YCSA representatives are participating in the **presidential search**.
- The college hopes to have a presidential candidate/name identified by **November**.
- **College Council** will begin meeting in September.
- A **DGB meeting** is scheduled for August 11, with Megan Crossfield presenting information regarding **HLC**.

Other Business

- An **employee community service study** was mentioned for further consideration/discussion.

Next Meeting

Thursday, September 10, 2026
8:15–9:00 a.m.
Meeting will be available via **Zoom**.