

## Meeting Minutes

### YCSA – Awards Committee

2021- 2022

Date: December 2, 2021

Meeting Location: Via Zoom

Note Taker: Nicole Mangelsdorf

Attendees: Jenn Zimmerman, Shannon Johns, Julie Galgano, Nicole Mangelsdorf



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9:00 Welcome, Introductions: Jenn Zimmerman

### Meeting Minutes

#### Discussion Items

- YC Roughrider High Five Update –Julie
  - 40 awards were sent out in November.
  - Order process: hard copies don't always sync up with digital awards.
  - Jenn to coordinate with Wyatt so ordering supplies synchronizes with sending out notifications.
- YC Way Awards – Jenn, Shannon and Nicole
  - Jenn sent out letters to nominees, requested pictures and campus locations.
  - Hard copies to be ordered and sent to nominees.
  - Emails were sent to supervisors about who was nominated.
  - Supervisor field to be added to the form for next year, so they can be copied more easily.
  - Nomination form can be uploaded and used in performance reviews.
  - Jenn has been working on a PowerPoint to honor nominees, this will be posted on all campuses.
  - We will add nominees to YCSA Newsletter for November for the next cycle of awards (2022-23).
  - Jenn is coordinating Prize Patrol to create a video of YC Way winners for both luncheon events in January, video presentation will be at both events.
- Retirements – Jenn
  - 3 in December/January, frames delivered and are being customized by departments.
  - Jenn to coordinate other upcoming retirements in January.
- YCSA Website – All
  - Need to update High 5 recipient list, Shannon to send list for fall recipients to Communication Committee, archive July.
  - Julie to add names to Word/Excel for future recipients for ease of transferring recipient names. Will test with Jotform export too.
  - Need to update dates for YC Way Award: change "next Semester" to "next year" for award dates.
  - Change link on the ERC page to the YC Way Awards page, to make the button clearer.
  - On YC Way page, add that nominations are closed for this year, and nominations will be used for next year's cycle.

- Change “Spring Convocation” to the beginning of spring semester.
    - Nicole to be added to email contacts.
  - Budget –Jenn & Julie
    - Change budget tracking process to make things more uniform, committee chair training recommended.
    - Check with Leanne to see about current tracking spreadsheet.
    - Julie will assist with training and an Excel template.
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**9:45** Meeting adjourned

Next Meeting: January 6, 2022

Thank you for YOU!