

HR HAPPENINGS

February 5, 2021

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A cross-country skier on White Spar Road in Prescott, Jan. 2021

Monthly Mindset

The Monthly Mindset discussion groups are going strong! The February and March topics were revised (see below). Please join us if you can, and if not, you can find the [recordings online](#) a few days later (login required).

- S.A.M
2/22, 3:30 – 4:30 pm
Zoom:
<https://yavapai.zoom.us/j/93019975651>
- Influence Pyramid
3/26, 11 am – 12 pm
Zoom:
<https://yavapai.zoom.us/j/95920940908>
- 3A+ Development Conversations
4/28, 11 am – 12 pm
Zoom:
<https://yavapai.zoom.us/j/98273581443>

Northcentral University Scholarship Winner



Dear NCU/NEP Colleagues,

On behalf of Northcentral University & Yavapai College, I am pleased to announce our first full-tuition President's Scholarship winner from Yavapai.

Congratulations to Mandi Lopez, a future alumna of our Master of Education degree program. Mandi is a staff member at Yavapai College. She has been with the college for thirteen years and currently works in an administrative role within the Department of Arts & Humanities.

You can see the video [here](#) where we shared the news with Mandi.

Yavapai College, located in northern Arizona, is a longtime partner of NCU. Their alumni, faculty, and staff can take advantage of a 25% tuition reduction and first course free at NCU. Please visit www.ncu.edu/yavapai for more information.

Thanks to Dr. Andy Riggle for his assistance in awarding the scholarship. It is inspiring to help students continue their educational journeys. I look forward to more social impact initiatives in 2021.



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Yavapai
COLLEGE

1095-C's Coming Soon

The 1095-C form is issued annually to document health insurance coverage offered to you and your family members.

The IRS has extended the deadline for distributing the 1095-C forms for 2020 to March 2, 2021. We are finalizing the forms now and once they are available, we will distribute instructions on how to view your form in My Benefits.

COVID-19 Vaccine

Are you planning to get the COVID-19 vaccine? If your appointment is during work hours, you can use your available COVID-19 leave (up to 2 hours) or your available sick leave. Questions? Please contact your HR Business Partner.

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Lisa Merrifield

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Sonya Liadis

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Pets and kids enjoying the snow as seen on the YC Family Connection Facebook page!



Performance Evaluation Mid-year Check-ins

YC performance evaluations are designed with opportunities for employees and supervisors to check in regularly which helps to build positive working relationships. Both faculty and staff have optional mid-year check-ins scheduled for the end of January. This check-in connects you to the competencies which will be evaluated at the end of the year and gives you the opportunity to reflect on how you are progressing in Service Excellence, Relationship Excellence, Learning Excellence, Job Knowledge and Functions, and your Goals. Competency descriptions and behavior examples can be found in the [Performance Management Toolbox online](#) under Competency Tools.

If you have not received an email reminder with the subject "Task 'Midyear Check-in (Optional)' for *Your Name's* Annual" then it's time to check the Process tab in your evaluation.

Here's how:

- From the YC Portal, Employees card, select My Perform

- Scroll down to your current evaluation and click to open it
- Just below the box labeled Evaluation Details, you'll see two tabs: Content and Process
- Click on Process
- Take a look at where your evaluation is in the process. Blue checks mean that the step is complete and green or red circles mean that it is incomplete.
- You do need to complete the steps in order so that the evaluation will progress
- Connect with your supervisor if you are behind in the steps, since they also have steps to complete as part of your evaluation.

Any questions about the evaluation? Please contact your [HR Business Partner](#).

Self-Talk for Remote Workers

By Justin Zackal for Higher Ed Jobs

Among the many pandemic-induced disruptions to higher education work life are changes to conversations and daily routines. There's more self-talk as people work in isolation, and with fewer commutes to campus, "working from home" can now be considered "living at work."

Your self-talk paired with a daily routine can affect how well you can, as the trendy catchphrase goes, "live your best life." But done right, they can also help you work more effectively and find career success.

Read the whole article [online at Higher Ed Jobs](#).

PROJECT ZERO

NOVEMBER 23, 2020 - JANUARY 15, 2021

STAY ON TRACK FOR "ZERO" WEIGHT GAIN & NON-SCALE VICTORIES OVER THE HOLIDAYS!



Congratulations Winners!

\$100 Prize Winner

Cat Moody City of Prescott	Felicia Slaton Yavapai County	Ilene Roby Yavapai College	Lauri Dreher Yavapai College	Zeke Turpin Yavapai College
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\$25 Prize Winner

Amber Lillie Yavapai College	Anthonette Garcia Yavapai County	Heather Diaz Yavapai County	Julie Vincent City of Prescott
Katherine Anderson Yavapai College	Sharon Rickman Yavapai County	Susan Rupe Yavapai County	Suzanne Ehrlich Yavapai County

Results

Total Participants	49
Participants who completed the challenge	13
Total weight loss	39.4 lbs.
Number of photos submitted	36



MEET YOUR HEALTH COACH CHALLENGE

FEBRUARY 10 - MARCH 19, 2021



Zoom into wellness to meet with your Health Coach!

Set a [Virtual Appointment](#) with Coach Victoria between **February 10th - March 19th** to discuss any of the following topics:

*Nutrition - Physical Activity
Stress Reduction - Self-Care
Disease Prevention and Management*

PRIZES

Earn points for a chance to win **1 of 4 Amazon E-Gift Cards!**

Questions? Contact the Wellness Council of Arizona at challenges@welcoaz.org

Set your One-on-One Health Coaching appointment here: <https://welcoaz.as.me/yct>

