



Employee Recognition Meeting Notes 2019 / 2020

Date: November 13, 2019

Meeting Time: 8:30 a.m.

Note Taker: Jenn Zimmerman

In attendance: Linda Brannock, Emily Weinacker, Karen Smith, Jenn Zimmerman, Zack Wigle

Call to Order:

Meeting called to order at 8:30 a.m. by Linda Brannock.

Minutes

Winter Celebration Updates:

- Holiday In a Small World Dec 13th 11:00 a.m. to 1:00 p.m. Bld. 19 Community Room
- The Next planning team meeting will be on November 21st Bld. 3-106 and via zoom
- Toy Drive boxes delivered to Chino, CTEC, PV and Prescott Campuses
- Flyer being created by Marketing and should be ready this week

Service Excellence Awards:

- Service Excellence Awards Totals:
 - August 25, September 10, October 23, November 10 to date
- Linda said she had suggestions from YC staff members to do awards a couple times a month, discussion tabled until we can talk with Amber

YC Way Awards Update:

- Amber sent out a newsflash and has another one scheduled for the 18th
- The YCSA Newsletter is set to go out November 15, 2019, which will also include a YC Way Award notification with links
- Amber set up the JOT forms and emails to be forwarded to Emily with Zach's Assistance
- Emily has it calendared to redact identifying information and send out nominees with instructions to the review committee November 26
- The nominations close on November 25
- Jenn needs to add Karen to YC Way awards rubric email for her input and review
- Jenn to let Paige know that the YC Way Awards write up has been approved by president's office and to feel free to use it for the YCSA newsletter.

YCSA Website Updates:

- August and September YC Excellence Awards to an archived list
- Update the winter celebration date to website
- Verde event to be added
- Add Convocation to website announcing YC Way winners
- Link to YC Way Awards to employee recognition page

Other Topics:

- Linda discussed new Communication to YCSA: meeting notes will need to be sent to YCSA after each meeting, and YCSA President will use the notes in her monthly updated to the YCSA Board and committee members.
- Candy Grams
 - Jenn & Karen will touch base after the 21st
 - Linda asked everyone to bring candy gram ideas and we will discuss at next meeting. This will be a team event so all hands-on deck with Jenn and Karen as the Candy Gram Team leads.
- Next semester we will cover years of service and candy grams
- We will continue to meet over the summer in order to facilitate the YC Way Awards for fall

Announcements:

- From Emily: Roger Runyan - Scholarship for YC Employees - Linda & Zach offered to serve on review committee
- From Karen: Official function form for the Holidays Small World activity possibly wrong form

Meeting adjourned: 9:30 a.m.

Next meeting: December 11, 2019 at 8:30 a.m.

**Commitment – YCSA is YOU? Thank you for
YOU!**