



Years of Service Meeting Notes 2019 / 2020

Date: 2/6/20

Meeting Time: 8:30 a.m.

Note Taker: Amber Lillie

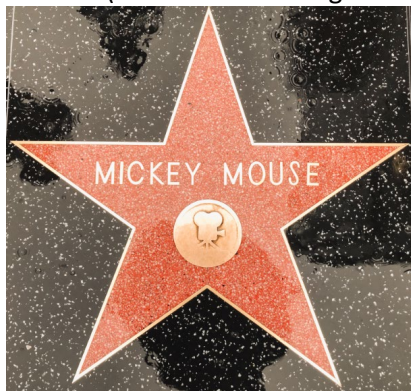
In attendance: Karen Smith, Zack Wigle, Kay Rollis, Ellen Harp, Jennifer McCormack and Amber Lillie

Call to Order:

Meeting called to order at 8:32 a.m. by Karen Smith.

Minutes

- The Years of Service Event time for the Prescott Campus has changed due to a conflicting Faculty Senate Meeting. The event will now be held on April 10th from 2 - 4 p.m. Amber changed the time in 25Live. The Verde Valley event time has been selected for April 7th at 1 p.m. and is waiting on approval from the ELT.
- Karen reviewed Emily's email, as she was unable to attend the meeting. Emily will send an updated document of employees with location corrections as soon as possible. She will place the pin order next week. She requested that we discuss gift/recognition ideas for retirees and degree recipients.
- The Program team has not yet met. They will meet next Wednesday to discuss the design of the Save the Date DuckSoup, comment cards and program.
 - The group reviewed the invitations Amber made. Emily suggested including the word event or day as well as recognition for achievements. After much discussion, it was decided the title would be *Walk of Fame Years of Service & Achievements Celebration*. Amber will update the invitations.
 - Zach had a great idea for the comment card design. He suggested putting the recipient name in the star and the medallion on the star would have the 5, 10, 15, 20+ year listed inside. Zach also had the idea to put department names/logos in the medallion for retirees (Included is an image of a Hollywood Walk of Fame Plaque for visualization).



- The invitations will be printed on cardstock by the YC Print Center and envelopes will be purchased from an outside vendor. The recipient names will be handwritten and hand delivered. Amber will price envelopes.
 - Amber requested a timeline be developed for when the DuckSoup, Invitations, Comment Cards and Program go out, so the Theme and Communications Team can plan accordingly. The group agreed the DuckSoup should go out March 5th or 6th, then everything else can be determined.
 - Karen reviewed the budget and allotted \$100 for the envelopes, invitation and program printing.
- Karen provided news that there is no way to track which employees have received certifications

or degrees. This poses a problem for who is recognized at the event. The group was concerned that people would be left out unintentionally, however it would be received badly by attendees. There was a suggestion of creating a DuckSoup, requesting all employees that received a degree or certificate to respond with certification information. The group discussed issues with event timing. Depending on the quantity of recipients, the event could become too extensive and take away from the years of service recipients and the retirees. A suggestion was made to allot 5-10 minutes of the event to generally thank and award those that completed educational goals. Another suggestion was to include a separate sheet in the program listing those that completed their education goals. The group then discussed the possibility of celebrating this group of achievers at the President's Picnic, rather than at this award ceremony. This suggestion will be taken to Emily and the ELT for review.

- The Program Development team has worked independently this past week. J.J. gave an update on the photobooth backdrop. She reached out to the YC PAC about borrowing their black pipe and drape setup. She is now in communication with Thatcher on that. She will also reach out to Mitch. Zach suggested using spotlights from PTSS for the photobooth. Zach also said that the Verde campus has pipe and drape, as the District Governing Board always uses one when they're on campus.
 - J.J. asked Amber to forward the images being used for the slideshow.
- Ellen gave a food update. For the Prescott event, Ellen met with Sodexo and received a quote of \$816.65. This is a savings of \$471.11 from last year. Omitted from the order are the veggie egg rolls and the mini whoopie pies. The menu includes:
 - Starbucks Decaffeinated and Caffeinated Coffee
 - Tazo Herbal and Non-Herbal Hot Tea
 - Unsweetened Iced Tea
 - Ice Water
 - Artichoke & Spinach Dip (4)
 - Coconut Chicken w/ Orange Sauce (5)
 - Hummus Platter (serves 40)
 - Fruit tray (small- serves 15-25)
 - Mini Cupcakes (5)
 - Bacon Wrapped Dates (6)
 - The group discussed the concern of changing the quantity of food items, contingent upon the increase in attendance depending on degree recipient numbers. Important to note is that the time change to late afternoon will decrease the food consumption.
 - Sodexo will provide black tablecloths and red napkins.
 - Amber will contact Billie about the location of the cupcake tree.
 - Kay gave an update on the food in Verde. Chef Barr and the culinary group provided food last year. Kay will be in discussion with them.
- Ellen gave a brief overview of the table decorations being organized by Linda. Hershey Kisses will be on the tables. Hurricane glasses will be lined with gold foil and house red carnations and stars. Balloons are a possibility. Karen will contact Linda for cost estimates.
- The group discussed the awards being given.
 - The Years of Service recipients will be awarded pins and framed comment cards. Amber will ask Janice about frames used last year and cost.
 - The retiree awards discussion ensued. Possibilities include framed certificate, plaque, Ruff doll, Ruff PJs, YC Jacket, embroidered blanket/throw, and engraved drinking glasses. The group really liked the throw and drinking glasses. More inquiry is needed.
- Kay expressed the possible need for assistance for the Verde event. The Prescott event might also need assistance with various tasks. Karen suggested contacting Julie Galgano, the Vice-President of YCSA. It was determined at the board meeting yesterday that the YCSA representatives on other committees may be able to help.

Meeting adjourned: 9:25 a.m.