



Employee Recognition Committee Meeting Notes 2019 / 2020

Date: 3/4/2020

Meeting Time: 8:30 a.m.

Note Taker: Amber Lillie

In attendance: Linda Brannock, Emily Weinacker, Jenn Zimmerman, Zack Wigle, Kelsey Behnken and Amber Lillie

Call to Order:

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

Minutes

- Years of Service
 - Linda gave an update on the Years of Service events. The Verde Valley event is set for April 7th from 1-2 p.m. and the Prescott event is set for April 10th from 2-4 p.m. The theme is *Walk of Fame* and the colors are red, black and gold. There will be black tablecloths, red napkins and flower arrangements with red flowers and gold star picks. Katherine Anderson will be opening both events and Dr. Rhine will say a few words. Committee members will present comment cards for the years of service recipients. Dr. Weinacker will present the retiree portion. The degree and certificate recipient portion is still under discussion. The invitations, program and comment cards are being designed. The frames for the comment cards arrived and are too small. They will need to be returned and 5x7 frames will need to be ordered. Gifts for retirees and degree/certificate recipients needs to be decided at the next committee meeting on March 5th.
- Service Excellence Awards
 - Quantities for 2020
 - January- 49
 - February- 21
 - March- 4 (so far)
 - Amber thanks the committee for stepping in and helping when needed in handing out awards.
 - A new branding/name has been approved by the board to distinguish these awards from the YC Way Service Excellence Awards. The new name will be: *Ruff Rider High Five Awards*. Amber will work with Amy in Marketing to design a new certificate. Hopefully an image of Ruff giving a high five can be included. The new branding will launch when all designs have been made and approved.
- YC Way Awards
 - Jen gave an update on the timeline for the fall awards. The goal is to have the nomination form available on April 1st. The JotForm will need to be switched from Amber's JotForm login to HR's. Dr. Weinacker will work with Patrick Burns on this. Jen and Zach will work on marketing for the awards and nominations. Timeline:
 - April 1- July 1 Nominations Available
 - July 3 – 7 Jen & Zach scrub nominations

- July 8 nominations sent to review committee
 - July 8-14 committee reviews nominations
 - July 14 review committee meeting
 - Aug 10 Fall Convocation
- Dr. Weinacker requested the committee work with Faculty Senate before the end of spring semester to choose 3 faculty members to assist on the review committee. Linda will work with Jennifer Jacobson.
- Jenn Z. requested a representative from Verde Valley campus if possible.
- Jenn Z. will work on the slideshow for the nominees, which will be shown district wide.
- Jenn and Zach will also not be on the review committee, due to conflict of interest, as they will be tasked with scrubbing all names and info regarding the nominees.
- Candy Grams
 - Jenn gave an update on the candy grams. Everything is set up and ready to go. The timeline is as follows:
 - April 13-17 Advertise
 - April 20-23 Order
 - April 27-28 Make
 - April 29-30 Deliver
 - Sales kits will be made for committee members which include the order form, flyers and a cash envelope. Purchases can be made with cash only.
 - Jenn asked about the purchasing procedure. She will talk to Karen about reimbursement for printing.
- YCSA Website & Budget
 - Karen will update the committee on the website and budget at the next meeting.
- YCSA Communications Team Discussion
 - The Communications team is always available if we need assistance getting our committee event information out.
 - Gwen Payne
 - Paige Ruggles
 - Tim Diesch
 - Jason Major
 - Katherine Anderson
 - Kelsey Behnken
 - Janice Souttee
 - Contact Paige for including info in the YCSA Newsletter. The next newsletter will go out in May.
 - Kelsey gave an update on the YCSA Communications team projects. They are getting ready to launch the YCSA Broadcast system after spring break. A notification will go out about what it is, why it's necessary and how to use it. This can be useful for promoting events and possibly candy grams (Kelsey will get more information on this).

Meeting adjourned: 9:15 a.m.

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