



## Employee Recognition Committee Meeting Notes 2020 / 2021

**Date:** December 1, 2020

**Meeting Time:** 8:30 a.m.

**Note Taker:** Amber Lillie

**In attendance:** Karen Smith, Linda Brannock, Zack Wigle, Sophia Zarifis-Russell, Katherine Anderson and Amber Lillie

### Call to Order:

Meeting called to order at 8:35 a.m. by Karen Smith.

### Minutes

- YC Roughrider High Five Awards
  - Amber gave a recap of the High Five Award winners for the year:
    - August - 108
    - September - 49
    - October - 56
    - November - 31
  - The reminder Ducksoup goes out every 3 months, so the next one is scheduled for January.
  - The emailed awards will not be printed for the time being, as everyone commutes. However, there is an option to request printing if desired which is explained in the email.
  - Printed awards and candy have been divvied up and sent to committee members. If anyone has trouble giving them out, please let Amber know.
- Retirement Recognition
  - Cynthia Heneage in the Marketing Department at the Verde Valley Campus will be retiring soon. Karen is working with her supervisor to send her retirement gift.
  - Karen will look into retirements for Ted Ferring and David Churchill.
  - Karen received the latest list of retirees from Lisa in HR and the majority of retirements will be in May, many of which are faculty.
- YC Way Awards
  - Jenn will follow up with Shannon and Zach tomorrow about the YC Way Awards for the spring. In light of recent developments, Shannon and Zach might need to take over the awards for the time being.
- Behind the Scenes
  - Zach will follow up with Tim about the progress being made on the Zoom interviews. Zach is learning JotForm to create a digital signup form for departments to submit their latest projects.
- Winter Celebration
  - Sophia announced that the Verde Valley Winter Celebration has been canceled. In lieu of the event, it has been approved for employees to pick up their gift baskets at the library curbside service during regular business hours. Sophia expressed that it was a shame the decorations and costumes will not be used. Karen suggested taking photos, a video or recording a Zoom meeting to share with employees. Sophia and her group will come up

with something festive for the gift baskets at curbside, such as decorating the cart or the book drop.

- The group discussed the Prescott Winter Celebration. Linda and the Winter Celebration Committee have organized the event to follow college protocols for social distancing and safety. The map has been laid out and shared with the light show contestants. Everything is prepped and ready. The final decision of having the event will be decided by ELT tomorrow. The group discussed other options in case of cancelation. Some of the gift items for employees can be saved until the next semester, however much of the food will need to be donated. Everyone liked Sophia's idea of using the library's curbside service. Amber will talk to Mike, the Library Director. *The Season to Be Kind Service Project* organized by Janice has raised \$2550 so far. One donor will match \$1000 if the project can raise \$1000 in one day. Janice and her team are organizing a day for this fundraiser.
- Website Updates
  - Karen had the website updated and moved the committee member names to the bottom of the page to make room for events at the top.
  - Amber will work with Jerry to update the November High Five Award recipient list.
  - The Winter Celebration will need to be updated if events change.

**Meeting adjourned: 9:15 a.m.**

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