



Employee Recognition Committee Meeting Notes 2019 / 2020

Date: June 3, 2020

Meeting Time: 1:00 p.m.

Note Taker: Amber Lillie

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

Call to Order:

Meeting called to order at 1:00 p.m. by Linda Brannock.

Minutes

- Years of Service
 - Linda thanked everyone on the Years of Service committee for their hard work, specifically to Zach and Amber for the slideshow production. There was a lot of positive feedback from employees and supervisors about the event. Linda mailed out the last framed comment card yesterday for an employee, Andrea Riffel that was somehow overlooked. Selina Bliss received her 25-year pin and mailed back the 20-year pin. Katherine Anderson will get a replacement frame when returning to campus for work.
- High Five Awards
 - The High Five Awards have been a big hit. Amber gave the totals for the award winners for the last five weeks:
 - May week 1: 63
 - May week 2: 6
 - May week 3: 8
 - May week 4: 2
 - May total: 79
 - June week 1: 3
 - The committee discussed sending out reminder DuckSoups about the High Five Awards. It was decided that once every quarter would be suitable.
 - Amber will email Jerry Z. the award winner names to update the website.
 - Linda is assisting with emailing the awards to individual winners and their supervisors. There has been very positive feedback from both winners and supervisors. The printed awards are being collected and separated for the committee members to hand out once back on campus.
 - Prescott Campus: Zach Wigle, Amber Lillie and Linda Brannock
 - Chino Valley Center: Karen Smith
 - CTEC: Jenn Zimmerman
 - Verde Valley Campus: Alex Helm
 - Prescott Valley Center: Katherine Anderson
 - Dr. Weinacker informed the group that if the awards are sent out digitally from now on, employees can save them for their evaluations. In the new program for employee evaluations, there is the option to upload documents. These awards are noteworthy for supervisors.

- YC Way Awards
 - Currently there have been 8 submissions total, distributed evenly between the three awards.
 - The group discussed the awards with regard to whether convocation happens in person or remotely. It was decided the awards should still be given, regardless of the method convocation is held. If convocation is held digitally, the committee could create a video, similar to the Years of Service slideshow or a small individual ceremony could be held and recorded with the awardee, their supervisor, VP and Dr. Rhine.
 - The awards will need to be promoted again this summer, specifically to faculty, students and supervisors. Jenn will work on the Duck Soups and Linda will email faculty.
 - Jenn will work on revising the timeline and coordinate Zoom meetings starting in July.
 - Currently two faculty members have committed to the voting committee: Jenny Jacobson and Alex Barber. Linda will reach out to Verde Valley faculty and previous members of the committee to increase the number of faculty representation.
 - Karen informed everyone that the YCSA Executive Board met and discussed separating the YC Way Awards into a new committee, separate from the ERC. The purpose would be to alleviate workload on the ERC members, allow the awards to develop and grow, and provide faculty with a greater input. Although a bit shocked by the sudden news, the group discussed and agreed this would be a beneficial move. If these changes are made, the ERC members will still be able to take part in the new offshoot committee, while also taking part of the ERC. Karen will provide more information as conversations progress.
- Budget
 - The budget has been spent for FY19/20. There are no anticipated costs for the remainder of the fiscal year. The YC Way Award purchases can be made after July 1st, 2020.

Meeting adjourned: 1:42 p.m.

Next Meeting: Wednesday, July 1st at 1:00 p.m.

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