



Employee Recognition Committee Meeting Notes 2019 / 2020

Date: January 15, 2020

Meeting Time: 8:30 a.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 8:30 a.m. by Linda Brannock.

Minutes

- YC Way Awards- Service Excellence Award & YCSA Service Excellence Awards Confusion
 - There is much confusion concerning the awards given at Convocation and the certificates given to employees throughout the year. It was decided that the YCSA Service Excellence Awards should be renamed to distinguish between the two types of awards. Ideas for the new name include: *YCSA Certificate of Appreciation*, *Roughrider Kuddos*, and *Roughrider Certificate of Appreciation*. Jenn had a great idea to include Ruff on the certificate.
- YC Way Awards
 - Jenn gave a well-deserved thank you to Emily for presenting the YC Way Awards at Convocation.
 - Jenn gave a huge thank you to everyone that assisted with the YC Way Awards and helping her idea come to life.
 - Feedback from the awards was very positive overall. Award winner Barrett Johnson was thrilled. Library staff enjoyed the focus on employee recognition at Convocation. Some employees conveyed they thought it was a popularity contest. Emily commented that the committee focus on the positive and if negative feedback is received, to listen and educate the individuals on the award process. Asking the employee, "What would you do to make it better?" is a way to engage them and possibly gain insight that will better the award selection process.
- ERC Web Page
 - Amber emailed Jerry Z. the three YC Way Award winners for the web page update.
 - Other updates needed:
 - Delete Spring Convocation info
 - Add Candy Gram info
- Service Excellence Awards
 - HR gave 36 nominations the first week of January. Karen had them printed and divided them up for everyone to hand out. The committee members should be receiving the awards and candy in inter-campus mail this week.
- Candy Grams
 - Jenn and Karen presented their candy gram idea with a Power Point presentation. The candy grams should cost \$2.00 to cover all costs and generate funds. There will be four options, Snickers, Butterfinger, Starburst and chips. Staff and faculty will be able to

participate. The advertising will commence in April via DuckSoup and the YCSA Newsletter. The timeline is as follows:

- Advertise April 13-17
- Order April 20-25
- Make April 27-28
- Deliver April 27- May 1

Zach said he will be able to deliver to most campuses if needed. The ERC website will need to provide more information when available, the order form will need to be created and advertising will need to take place. Jenn will send out an Outlook calendar invitation to committee members for the making and delivering of candy grams.

- Years of Service Event
 - Linda explained the first committee meeting for the Years of Service event will be January 30th from 8:30- 9:30 a.m.
 - Please bring all theme ideas to discuss. Logistics and types of awards will also be discussed.
 - The event this year will also include employees that will be retiring as well as employees that have earned a master's degree or a doctoral degree the past year.
- Budget
 - Karen explained that the Winter Celebration was over budget. To reduce the chances of this happening in the future, committee members will need to include Karen on all purchases, and this will need to be communicated clearly. YC purchasing liaisons are aware of the rules and regulations regarding college purchases and it is imperative that they are followed. The committee will need to discuss procedures for purchasing within sub-committees to ensure budgets are kept.
- Meeting Dates
 - The committee agreed the first Wednesday of every month from 8:30-9:30 a.m. works best. The meetings will be as follows:
 - February 5
 - March 4
 - April 1
 - April 29 (due to graduation preparation obligations by committee members)
 - June 3
 - July 1
 - August 5

Meeting adjourned: 9:22 a.m.

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