



Employee Recognition Meeting Notes 2019 / 2020

Date: July 10, 2019

Meeting Time: 8:30 a.m.

Note Taker: Amber Lillie

In attendance: Linda Brannock, Emily Weinacker, Karen Smith, Sean Hagan, Jenn Zimmerman, Zack Wigle

Call to Order:

Meeting called to order at 8:40 a.m. by Linda Brannock.

Minutes

-All attendees introduced themselves and their positions at YC.

-Amber Lillie will take minutes for all future Employee Recognition Committee meetings.

-Winter Celebration Event

- The Winter Celebration Event has been organized by a committee made of various participants throughout the college for the past few years. Linda has asked if everyone in the Employee Recognition Committee would like to be included in this pre-existing committee for the Winter Celebration Event 2019. Everyone agreed to be included. The meetings will be held on Friday mornings.
- A budget proposal will need to be created for this event. Lisa Schlegel has the budget proposal form and will provide it to Karen Smith and Linda Brannock.

-Service Excellence Awards

- The Service Excellence Awards is an award that can be submitted online by any YC employee nominating another YC employee. The email is sent to Lisa Schlegel, who in turn creates the award for each individual. This paper award is then given to the employee with a small token of appreciation, typically candy.
- The Service Excellence Award format needs to be updated, as well as the person giving the award. Amber Lillie has volunteered to update the award appearance and take the place of Lisa Schlegel in receiving emails and awarding the nominees.
- Emily has suggested that the updates be postponed to the document until after Convocation, as President Lisa Rhine will be presenting the YC Way principles, which can be included on the award verbiage. The YC Way principles include learning excellence, relationship excellence and service excellence.
- The token of appreciation and cost estimate will be presented at the next meeting by Amber.

-YC Way Trailblazer Awards

- Zach has suggested that three awards be given at each campus (Prescott & Verde) every Convocation (Fall & Spring). This idea was well received by the group.
- These awards should be aligned with Dr. Rhine's vision of the YC Way. Zach suggested speaking with the faculty about the awards for their input, particularly on the learning excellence portion of the YC Way.
- The criteria for these awards needs to be established. A short paragraph also needs to

be created explaining the awards for the upcoming website page.

- Jenn and Zach have volunteered to spearhead this venture and provide an update at the next meeting.

-YCSA Website

- The YCSA website is going to be updated to reflect the changes in the YCSA organization. Each YCSA committee will have a page to provide information about current projects and events. The Employee Recognition page will provide information about the Winter Celebration and the Years of Service events, as well as the awards available.
- Emily suggested having a specific page on the YC website dedicated to employee recognition and rewards. Faculty Senate President Jenny Jacobson is a good contact for listing faculty awards on this page.
- Karen and Sean have volunteered to work on the website additions and changes. They will provide an update at the next meeting.

-Budget

- In the past, YCSA hasn't had a budget for the various events, awards and programs provided. Fundraisers have been created to raise money. Due to recent changes in the YC organization and with the help of Emily as the new HR Chief Officer, she is able to provide funding for YCSA going forward. Budget proposals will need to be submitted by the YCSA committees, in order to gain funding for all projects.
- These changes in procedures will provide the YCSA treasurer with tracking expenditures and future allocation of funding.
- Karen and Linda will work together to create a budget proposal for the Employee Recognition Committee for the year.

-Convocation

- The Employee Recognition Committee will have 15 minutes during the YCSA meeting after Convocation on August 12th, to provide an overview of current projects. Linda will take a few minutes to talk about the Winter Celebration Event and the Years of Service Awards Ceremony. Amber will provide information about the Service Excellence Awards. Jenn and Zach will give a brief overview of the up-and-coming new YC Way Trailblazer Awards. Karen and Sean will give a brief announcement of the website overhaul.

Next Meeting: Wednesday, August 7th @ 8:30 a.m.*

**This time has been changed from the original date of August 14th. The committee would like to meet again before Convocation on August 12th.*

Meeting adjourned: 9:10 a.m.