



## Employee Recognition Meeting Notes 2019 / 2020

**Date:** September 11, 2019

**Meeting Time:** 1:00 p.m.

**Note Taker:** Amber Lillie

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

### Call to Order:

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

### Minutes

- Meeting minutes from August 7th, 2019 approved.
- The ERC Purpose was approved: *To improve staff engagement and job satisfaction through highlighting fellow employees with appreciation.*
- Linda gave an update on the Winter Celebration event. The event will be held on December 13th, 2019 from 11 a.m. to 1 p.m. The first meeting is scheduled from October 3, 2019 from 8:30 a.m. to 9:30 a.m. Emily will speak with Dr. Rhine to discuss the direction she would like to go with the event.
- Amber gave an update on the Service Excellence Awards. She worked closely with Amy Fruchter in Marketing to develop the updated version of the award and the ERC approved the new look. There were 25 awards for the month of August. Karen and Amber worked together to purchase the Dove chocolates that are to be given out with each award. With the help of Katherine Anderson, the awards were handed out by hand and happily received by all. Amber will give updates at every meeting for the monthly quantity. The team also discussed the addition of awardee names on the ERC webpage and in the YCSA newsletter. Amber and Karen will work together to update the webpage and Amber will contact the YCSA Communications Committee about the newsletter addition.
- Jen and Zach gave an update on the Trailblazer Awards. The Trailblazer Awards will need to be defined incorporating the new YC Way direction by the end of October. Emily provided an outline presented by Dr. Rhine of the three YC Way pinnacles: relationship, service and learning. There will be a Trailblazer Award for each pinnacle given out at Convocation twice a year, to those that exemplify these qualities best. Jen, Zach and Emily will work together to ensure the awards also reflect alignment with the new performance review being developed by HR. The type of award given will also need to be decided on by the end of the fall semester in December. Karen had the idea of designing our own awards and using the YC 3D modeling equipment to make them. Everyone was very supportive of this suggestion. Emily suggested contacting Chris Wayne Jones, a 3D modeling faculty member, who could be of assistance with this as well.
- Karen gave an update on the YCSA ERC webpage. She added a picture of an employee receiving a Years of Service Award with Dr. Rhine. She had the dancing unicorn gif deleted from the main YCSA page and replaced it with the image below.



Karen will add this new image to the YCSA ERC webpage to match the main page. She will also add more information about the Winter Celebration event, the Trailblazer Award information when it is finalized, and list the names of the Service Excellence Awardees.

- Linda and Karen also briefly gave an overview of the budgets in progress. The overarching ERC budget is being developed with the help of The Foundation. The Trailblazer Awards budget will need to be developed after the costs have been established. The Service Excellence Award budget has been completed.
- The team is excited to roll out another employee recognition: candy grams. Karen researched some ideas such as: *you are my lifesaver*, *you are worth more than 100 grand*, and *for working so hard take 5*. These phrases would be give out on a small card with the corresponding candy. Karen also explained the idea of a fake flower gram, made of Lindor truffles. The team discussed associating the grams with a corresponding day of... for example, *National Day of Encouragement* on September 12th, *System Administrator Appreciation Day* on July 31st, or *National Administrative Professionals Day* on April 2nd. The grams can be ordered by any employee and the cost would be minimal. All proceeds would either go to the Roger Runyon Scholarship fund or the ERC budget for award costs.
- Jen announced two events for Veterans Services coming up:
  - September 25th- Above and Beyond the Call of Duty, an evening of honor, courage and sacrifice. YCPAC 5:30pm Free event honoring veterans
  - September 27th- Veteran Supportive Campus Award, citing the outstanding work of our Veteran Education and Transition Services team, declaring YC a Veteran Supportive Campus. Flagpole, Prescott Campus at 2pm
- Jen announced the Chino Valley Harvest Festival on October 12th from 10am to 2pm at 2275 Old Home Manor Drive in Chino Valley. The event is duplicating last year's 50th Anniversary Fall Harvest Celebration and will include hay rides, a tractor show, pumpkin patch, corn maze, kid zone, beer garden, food trucks, craft show and virtual haunted house. It is organized in partnership with YC, the Town of Chino Valley and the Chino Valley Chamber of Commerce.

Meeting adjourned: 1:50 p.m.

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