



Employee Recognition Meeting Notes 2019 / 2020

Date: 10/09/19

Meeting Time: 1:00 p.m.

Note Taker: Amber Lillie

In attendance: Linda Brannock, Jenn Zimmerman, Zack Wigle

Call to Order:

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

Minutes

- Winter Celebration Updates
 - The theme for the Winter Celebration will be the *YC Winter Olympics*.
 - There will be five teams with the VPs and the President as the leads for each team.
 - The first fifty to sign up to play games will be divided into teams of ten, with an additional five alternates.
 - The teams will be drawn and the players for each game will be organized before the day of the event.
 - The games will include: ice hockey, ice skating, slalom, bobsled races, and snow ball throw.
 - The games should last approximately 45 minutes, after which Dr. Rhine's presentation can be show with food and awards to follow.
 - The decorations are being discussed. Possible centerpieces include red, orange and yellow colored tissue paper in gold cups, to simulate flames. These would be simple and inexpensive.
- Service Excellence Awards Updates
 - The quantity of Service Excellence Awards is as follows:
 - August-25, September-10, October-7 (this quantity will change at the end of the month)
 - One request by recipients is to know who created the award. In the next announcement, a comment should be included requesting the inclusion of the sender.
 - Amber will meet with the YCSA Newsletter Committee on October 10th to discuss the addition of the awards in the newsletter.
- YC Way Trailblazer Awards
 - Emily provided Jen with descriptions of each excellence (relationship, service and learning) from Dr. Rhine. This document is a rough draft edition, and will need to be approved before being used publically.
 - HR also created a document explaining each excellence and provided it to Jen. This document is being used to update the YC Performance Management Staff Review process.
 - The team agreed to use the HR document for parameters on the evaluation rubric, while using Dr. Rhine's descriptions for award promotion and presentation.
 - The team discussed the nomination guidelines. Linda suggested having supervisors

nominate employees. Jen suggested including the option of peer-to-peer and employee to supervisor nominations. In a large organization with various departments and multifaceted positions, it is typical for employees to work with other departments and individuals outside of their direct supervisors. The YC Way Trailblazer Awards have been created to recognize employee excellence in every aspect of their position. Providing an opportunity for any employee to nominate another, would exemplify the new YC Way initiative.

- The nomination form for the awards needs to be developed. Jen, Zach, Amber and Linda will meet on October 21 to develop the form and Amber will create the JotForm.
- The Save the Date announcement will need to go out soon.
- The team discussed the logistics of evaluating the nominees. Linda suggested inviting faculty to be a part of the nomination committee. Jen suggested the YCSA Employee Recognition Committee make the initial nominations, and have the Executive Leadership Team make the final decision.
- The team voted on the acrylic diamond award <https://www.award.com/Engraved-Acrylic-Awards/Custom-Acrylic-Gold-Diamond-Award-2017.html>. The chair image will be engraved on each award, along with the title of the award, the recipient's name and date.
- The team discussed the presentation of the awards at Convocation for the spring semester. The presenter will need to be determined. Would Dr. Rhine want to present? Should YCSA present these awards?
- Digital slides should be created to go along with the presentation of the awards at Convocation. These need to be developed and added to the main digital presentation for Convocation.
- There was discussion about having an additional gift certificate to a restaurant for two, as well as the award given.
- A timeline was developed by the team to ensure everything is completed before Convocation in the spring.
 - October 21- Jen, Zach, Amber and Linda meet to develop nomination form and JotForm.
 - October 29- Announcement Date and nomination form distributed district-wide.
 - November 12- Second request for nominations distributed district-wide.
 - November 22- Nomination Due Date
 - November 25-26- YCSA Evaluation and Decision, then sent to ELT
 - December 5- ELT Decision Due Date
 - December 6- Order Awards
 - January 8- Convocation

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