



Employee Recognition Meeting Notes 2019 / 2020

Date: August 7, 2019

Meeting Time: 8:30 a.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 8:35 a.m. by Linda Brannock.

Minutes

-Minutes from July 10, 2019 were passed all in favor.

-Winter Celebration Event

- Linda sent out an email to the previous years' team about participation in this year's event. With the exception of four, everyone agreed to take part. This year's committee will comprise of YCSA Employee Recognition Committee members and the previous years' team members.
- The meetings will begin in September, as the event takes place in December.
- Karen and Linda will be meeting to go over the budget before the September meeting.

-Service Excellence Awards

- Amber met with Lisa Schlegel for training on the Service Excellence Awards procedures. This meeting included information on the YCSA share drive access, award management and development, candy and handout processes.
- Amber has been in touch with the Marketing Department to update the award, however details will be finalized after Convocation. The updated awards will reflect the values of the YC Way, which will be explained by Dr. Rhine at Convocation.
- The award is typically given with a piece of candy, however other ideas have been given, such as pins, re-usable straws, notepads and pencils. The committee has decided to continue giving out candy, as it is the most well received and cost effective.
- Amber will determine the cost of candy for the year, based on previous years' award count and email Linda and Karen the totals.
- Emily mentioned that the awards link on the new website includes an unsuitable picture and suggested having it changed to a more professional image. Amber and Karen will look into it and update it before Convocation.

-YC Way Trailblazer Awards

- Jenn and Zach have been working on the detailed descriptions of the up-and-coming YC Way Trailblazer Awards that will be given at each Convocation, starting in January 2020. Currently, there are three awards: Relationship Excellence, Service Excellence, and Learning Excellence. The awards should reflect the values of the YC Way, which will be explained by Dr. Rhine at Convocation. Therefore, Jenn and Zach will be editing their draft after Convocation and further discussion with the committee will be held at the next meeting.
- After reviewing the descriptions developed thus far, it has been determined that the term, "Outward Mindset" should be included in the Service Excellence Award.
- Emily provided a creative idea that had been discussed at a previous ELT meeting. Perhaps in place of a typical plaque, each award given is unique and symbolic. For example, the Service Excellence Award could be in the shape of a chair. The chair reflects the idea of "Turning Your Chair", which is a term that conveys an outward mindset. Another idea is giving a plate, in that the values and foundation with which the college is going to build the operations on, are the plate on which the meat and potatoes lay.
- It was brought to the group's attention that the term, "Trailblazer" is associated with a

Yavapai College band on campus. In order to differentiate between the awards and the unassociated band, finding a new name for the awards might be in the committee's best interest.

- Jenn and Zach will give a brief description of these awards at the YCSA meeting on Convocation. However, the details of the awards will be omitted, as they are still in progress and will need to be updated based on Dr. Rhine's talk about the YC Way.

-YCSA Website

- Karen and Sean have been working on the YCSA website and have established a landing page for Employee Recognition. Karen asked for input regarding the content that should be included.
- Various links to other pages, such as the Service Excellence Award will be added.
- Brief descriptions of the Winter Celebration Event and the Years of Service Awards Event with applicable pictures and the names of those involved, would be a great addition to the page.
- The ERC purpose should be updated, which will be discussed at the next meeting.
- Jenn suggested including the term "suggestion" in the Questions and Comments box on the main page.

-Budget

- Karen and Linda have been working on the budget for this year. There are four categories that require expense estimates: Service Excellence Awards, Winter Celebration, YC Way Trailblazer Awards and Years of Service.
- The estimates will be based on the previous years' costs.
- There was a discussion about the food provided at the Years of Service Awards Ceremony from last year. On the Prescott campus, there was an overabundance of food left over, which should be avoided in the coming events. At the Verde campus event, only cupcakes were provided, which appeared to be sufficient.

-Convocation August 12, 2019 Presentation Discussion

- The agenda for Convocation is as follows:



**Yavapai College Staff Association
Convocation Day Meeting
Aug. 12, 2019**

Agenda

1. Welcome; Meet to Learn – Katherine (10 min.)
2. Introduction of YCSA Board Members – Katherine & Board (10 min.)
3. Overview Mission, Vision, and Values – Katherine & Lisa (10 min.)
4. Strategic Priority Leaders Update (12 min. each)
 - Employee Engagement – Emily
 - Communication – Janice & Katherine
 - Employee Recognition – Linda & Karen
 - Professional Development & Training – Alex, Jane & Lisa
5. New Wellness Coach – Desiree Lewis (10 min.)
6. Any Other Business – Katherine

- In the 4th section of the agenda, Employee Recognition is listed 3rd. This committee will have 12 minutes to give an overview of the current projects. Linda suggested the order mirror our meeting agendas: Winter Celebration (Linda), Service Excellence Awards (Amber), and YC Way Trailblazer Awards (Jenn and Zach). It was decided that the updates concerning the website detail changes are irrelevant for general staff, and will not be included.

-AOB

- Karen mentioned the candy grahams that the committee discussed at the previous meeting. After the website changes have been made, Karen and Sean will be free to provide assistance with the candy grahams. Jenn volunteered to help with them as well.
- There is an important Veterans Services announcement that Jenn would like to publicize at the YCSA meeting after Convocation. Karen will contact Katherine Anderson to discuss the addition of a PSA (public service announcement) time slot to the agenda of the meeting.

Next Meeting: September 11, 2019 @ 1:00 p.m.

Meeting adjourned: 9:30 a.m.

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