



Employee Recognition Committee Meeting Notes 2019 / 2020

Date: 04/01/20

Meeting Time: 8:30 a.m.

Note Taker: Amber Lillie

In attendance: Linda Brannock, Karen Smith, Emily Weinacker, Jenn Zimmerman, Zack Wigle, Michael Grady and Amber Lillie

Call to Order:

Meeting called to order at 8:33 a.m. by Linda Brannock.

Minutes

- Linda announced The *Years of Service* events have been canceled due to COVID-19. The events are being transferred to an online slideshow, which will be viewable by all employees when completed. Amber emailed all award recipients requesting photos and a short blurb from retirees about their plans. She is collecting the information and adding it to a newly created slideshow. Dr. Weinacker emailed all supervisors requesting comments for the comment cards and slideshow. Each awardee will have a slide dedicated to them.
- Michael Grady updated the group on a project he is working on highlighting stories from YC employees about their transition from work to home during these uncertain times. The stories will be published in the YC 360 digital magazine and some will be highlighted by the YC President Dr. Rhine in her daily video updates. For any story the group would like to highlight, Michael is requesting they email him directly at Michael.Grady@yc.edu.
- The *Service Excellence Awards* are currently being delivered electronically via email for the time being. When employees are allowed back to work on campus, the awards will be printed and delivered with chocolate. There were 18 recipients for February and 20 recipients for March. Amber suggested sending out a DuckSoup to remind employees to nominate others. Karen suggested including the update of the digital delivery in the DuckSoup, so everyone is aware that the awards are still being delivered. Amber will work on the DuckSoup design and submit it.
- Amber gave an update on the *Service Excellence Awards* getting renamed and revamped. A&E Reprographics is working on a design for Ruff giving a high five. When this image is completed, it will be given to Amy in the Marketing Department to add to the updated certificate she is currently working on. The group decided a Newsflash should go out once it is completed showcasing this new makeover. Karen let Amber know that she can pay A&E over the phone.
- Jenn and Zach gave an update on the YC Way Awards. Jenn asked the group if the subcommittee should continue with their timeline and tasks or if changes should be made due to employees working from home. The group decided to continue as planned. Zach has updated the digital flyer for the Newsflash and is set to send it out today. The flyer will also be included in the HR Happenings, YCSA Newsletter and YCSA Broadcast. Dr. Weinacker suggested Dr. Rhine give an update about the awards during one of her daily videos. Jenn and Zach will gather all necessary information and submit it to Dr. Weinacker by Friday for Dr. Rhine. Dr. Weinacker also suggested that Dr. Rhine speak about the High Five Awards as well. This will be submitted later, when they have been fully revamped. Jenn also emailed faculty requesting assistance with.
- Jenn has created a group on Facebook for YC employees called *YC Family Connection*. She is

highlighting different topics daily. Please join the group and receive updates on YC happenings while also staying connected with coworkers. Gary suggested that this could be a good conduit for employees sharing their stories during the lockdown.

- The YCSA website will need to be updated with the new information about the YC Way Awards. The winners from Spring Convocation will need to be archived on the page as well. Zach will work with Jerry Z. on the changes.
- The candy grams have been postponed until fall. Linda suggested doing them for Valentine's Day 2021 and Karen suggested doing a welcome back candy gram in the fall.
- Linda thanked everyone for being such great committee members.
- Dr. Weinacker thanked the group for their dedication to this committee on top of their regular jobs, and for taking the time to recognize fellow employees.

Meeting adjourned: 9:00 a.m.

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