



Years of Service Meeting Notes 2019 / 2020

Date: 4/2/20

Meeting Time: 8:30 a.m.

Note Taker: Linda Brannock

In attendance: Linda Brannock, Zack Wigle, Kay Rollis, Ellen Harp, JJ McCormack, Karen Smith and Michael Grady

Call to Order:

Meeting called to order at 8:35 a.m. by Linda Brannock.

Minutes

- Linda opened the meeting explaining that 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.
- **Theme & Communication-** Amber, Zach and J.J.
 - Linda gave an update that we would continue with the yrs. Of service event, but do not have a date in mind for the completing of the power point, she will talk again with Emily and Amber to develop a timeline and send the timeline out to the whole team. We will also continue to use the same Logo design.
- **Program-** Zach, J.J., Emily, Linda and Amber
 - Zach gave an update that he has been talking with Amber and will be helping develop the Power Point. Zach suggested converting the Power Point into a YouTube video as it would not make sense to add the Power Point onto the digital signage with nobody on campus. Mike suggested it would not be challenging to exporting the power point into a MP4 video that could be used for YouTube.
 - JJ suggested talking with Tyler to coordinate Dr. Rhine's video to use in the power point videos. Linda will reach out to Tyler and get the video to Zach and Amber.
 - JJ asked if we are still sending awardees their awards and suggested it might be nice to include a picture of the awardee with their award in the power point.
 - The team talked about sending the retirees their pillow, but Karen suggested shipping could be an issue, and suggested we wait to talk with Amber and Emily. Linda will reach out to Emily and Amber. If mailing is approved, we could request pictures of the retirees with their pillows and add this information into the power point.
 - Linda talked with Amber and all the pillows are in Amber's car, so if approved by Emily Linda will mail out the pillows to the retirees, and Amber will request a picture of the awardees with their pillows. Amber has already received several updated emails and home addresses of the retirees.
 - 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 for the team member who were not in yesterday's ERC committee meeting. 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, or Jennifer.McCormack@yc.edu

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- **Logistics**- Linda, Kay, Ellen and Sarah
 - No discussion for the Logistics team as event is moved to an online format.
- **Closing Remarks**
 - Linda thanked the group for being such strong professional team members.

Meeting adjourned: 9:00 a.m.