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| **VOICES** | | | |
|  | Loralyn Isomura – Appointed by CSEA 262 | x | Ralph Jagodka – Appointed by Faculty Association |
| x | Eva Figueroa – Appointed by Classified Senate (Co-chair) | x | Ruben Flores – Appointed by CSEA 651 |
|  | Lianne Greenlee – POD Director | x | Melissa Cone – Appointed by Confidentials |
|  | Maria Estrada – Appointed by Academic Senate |  | Nicole Blean – Appointed by Management Steering |
| x | Julie Laverty – Member At-Large, Appointed by the President |  | Guest: Marlene Espina |

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| **ITEM** | **DISCUSSION** | **OUTCOME** |
| Minutes | October minutes | Approved |
| Roles & Subcommittee Assignments | Review Handout  Melissa agreed to help with College Champion Awards. She will be out on maternity leave from Jan. 2019 - May 2019. Melissa asked about ordering the trophies. The President’s Office pays for these. There is a discount for ordering 6-10 trophies.  Loralyn and Ralph agreed to help Julie with planning the Celebration of Excellence. | In future meetings, Loralyn will take online minutes during our VOICES meetings.  Melissa will email Carol to order six trophies. |
| Way to Go, Joe | Handoff from IT to Financial Aid. IT representative didn’t show up. Financial Aid also didn’t respond to email, but Eva called them to confirm. | For future handoffs, Ruben and Ralph will confirm with all parties: rep from previous dept., new dept., VOICES chair, invite VOICES members, Joe cutout, and photographer.  Eva will email Ralph and Ruben wording for Financial Aid to select next dept. Add to wording previous winners so different depts. receive it. |
| Shout Outs | Elda sent out campus announcement. Nicole mentioned that she was in the list of recipients, but she nominated two employees: Lisa Rodriguez and Lisa DiDonato. | Nicole will email Lianne and Elda to check if the two recipients received their Shout Outs. |
| Halloween | Luncheon was held on Nov. 13, 12-1pm, in Founders Hall. Facilities won with their Lego theme. Jeff George and Eric Turner also attended. VOICES members were invited as well. We purchased fajitas through Sodexo. | Next year, we should book a photographer for the luncheon. |
| Bulletin Board | Ruben has a Cricut machine and is working on signage for the bulletin board. We can add Way to Go, Joe photos.  Our photographer for the Way to Go Joe handoff with IT was Lester Lawenko because Mike Taylor retired. The college doesn’t currently have an official photographer. | Eva will coordinate a photo op with the College Champion Award winners and the president.  Loralyn will contact the Photography dept. for the possibility of getting student photographers for our photo ops.Committee members will also take photos at events that we attend. |
| ASL Interpreters & Captioners Ceremony |  | Loralyn will follow up with Jennifer Stevenson to check how the High Fives worked out for their event and get a list of honorees. We can later decide if we will include these temporary staff honorees in the Celebration of Excellence. |
| Budget Update | Eva shared the current budget and planned expenditures for the VOICES committee. |  |
| Night/Evening Shift Recognition |  | Tabled for next meeting in December. |
| High Five for Managers |  | Tabled for next meeting in December. |
| **Next Meeting** | **Tuesday, December 11, 2018 – 12:30-1:30 pm – POD, Innovation Room, 6-144** | |

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| TOPICS FOR FUTURE MEETINGS | |
|  | Repository |
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