

Minutes for April 9, 2019

**12:30 to 1:30 p.m., 6-144**

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

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| **ITEM**  | **DISCUSSION** | **OUTCOME** |
| Minutes | No quorum to approve March minutes |  |
| Night/Evening Shift Recognition | 111 Classified staff and 347 faculty for a total 458 employees; this includes the additional EMT adjunct. Lianne received the classified list from HR. Julie obtained the faulty list by searching the online schedule of classes and selecting all classes, all days, evening, and after 5pm. It took us three bagging meetings (six hours total) to prepare and distribute the bags. All were distributed, but some employees’ department and location were very difficult to track down for delivery. 4 bags were returned to us from Bldg. 30, Adult Basic Education. * David Mah, EMT Program Director, said that he doesn’t teach evenings, but two of his faculty do: Benjamin Vu and Corey Lynch. The bags were dropped off in 28B-208. Michelle Navarro and Tracy Chen are the contacts.
* Susan Stringfellow, Donna Beightol, and Raymond “Ray” Tucker were the most difficult to find. HR said to contact Bldg. 40, School of Continuing Education. Katy Hartnett in Bldg. 40 said to contact Juliet Hernandez for the location of Susan and Donna. Juliet said they were in Bldg. 30. We re-delivered to Bldg. 30, but they again said they did not work there. They turned out to be in Bldg. 40, we think. Ruben Flores took Ray’s to track down and deliver.
 | Overall, we received very positive feedback from recipients. If we were to do this again, consider a different appreciation treat. It was very time intensive and delivery was challenging. Loralyn suggested perhaps sending a thank you card to their home, especially for those that are not on campus regularly. Some adjunct in Continuing Ed teach off-site, and only come to campus once or twice a year. |
| Way to Go Joe | Custodial to Police & Campus Safety handoff today at 2:15pm. Jeff George will photograph. Elda to print certificate. Ken McAlpin will be the representative from Custodial for the handoff. |  |
| Celebration of Excellence | Notes from March meeting:Campus announcement email to all employees and to all managers asking for awardees* Lianne will draft manager email for awards/recognitions received on campus that we don’t know about.
* **Eva will let Julie know not to draft a campus email**

Founders Hall booked for Friday, May 31, 1-2pm* **Eva will update the reservation 11am set up to 4pm clean up.**

Tables: round tables, indoor and outdoor, 3 long tables for ice cream* **Eva will update the reservation with tables needed.**
* Loralyn will look for decorating ideas on Pinterest.

Nicole secured Tom Zasadzinski as the photographer for this eventDr. Scroggins and Board members* **Eva will contact Carol to invite them.**

Catering: Ice cream only vanilla, toppings and table cloths through Sodexo and sorbet through POD* Lianne

We will use the Canva invite that Eva created last year. Maria ordered white 5x7 envelopes. * **Eva will send the invite and Pin Cards to printing.**
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| College Champion Awards | To be discussed at next meeting. | Eva will send out an email to the committee that we need quorum at our May meeting to plan for College Champion Awards nominations and finalize any Celebration of Excellence details. |
| **Next Meeting** | **Tuesday, May 14, 2019 – 12:30-1:30 pm – POD, Innovation Room, 6-144** |

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| TOPICS FOR FUTURE MEETINGS |
|  | Website |
|  | Repository |