

Minutes for December 10, 2019

**12:30 to 1:30 p.m., 4-2460**

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| **VOICES** |
| X | Loralyn Isomura – Appointed by CSEA 262 |  | Ralph Jagodka – Appointed by Faculty Association |
| X | Gabby Sesma – Appointed by Classified Senate  | X | Ruben Flores – Appointed by CSEA 651(Co-chair) |
| X | Lianne Greenlee – POD Director | X | Melissa Cone – Appointed by Confidentials (Co-chair) |
|  | Vacant – Appointed by Academic Senate | X | Desiree Marquez – Appointed by Management Steering |
| X | Julie Laverty – Appointed by the President |  |  |
|  |  |  | Guest:  |

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| **ITEM**  | **DISCUSSION** | **OUTCOME** |
| Minutes | Review September & November minutes | September & November minutes approved. Motion by Julie, seconded by Lianne, minutes approved by acclamation. |
| Way to Go, Joe! | Ruben to work with Printing Services to select next recipient for delivery in December | Warehouse was selected as next recipient. Ruben to coordinate delivery of award. |
| College Champion Awards | Certificates and VOICES website recognition for nominees that were not selected to receive College Champion Award | Letters were created and distributed by VOICES to notify employee they were nominated and included nominator’s comments. Additionally, the employees names were posted to VOICES website on the Shout Out page. |
| Shout Out | Outstanding shout outs to be distributed VOICES website has been updated as of November 2019Archive Emails added to Teams | Shout Out distribution areas updated to include Desiree.Ruben delivered additional November Shout Outs to be distributed. |
| November Shout Out Email and recap | “Give THANKS with a SHOUT OUT!” email was sent out 11/22/19As of last meeting, committee decided that for future first time Shout-Outs recipients, the committee agreed that the gift bag is not necessary. It will be easier to transport and will save time and money during preparation. | If an employee does not have a megaphone when a Shout Out is distributed please make note of their name and pick up additional megaphones from POD to distribute.  |
| Membership Changes | Vacancy – Academic Senate(Ruben emailed Chisa on 11/12/19) | Still pending.  |
| Projects/Events Timeline | NEXT EVENT: Valentine’s Day* Melissa to ask Eva about VOICES participation in the past.
* Desiree will advise if she is available to take the lead on this event.
* Lianne to review budget to determine if POD paid for candy.
* Check with Classified Senate on jars/candy
* Purchase Candy grams
 | VOICES budget covers cost for 100 candy grams, which includes some type of note card and a piece of candy. Previous decorations and hearts which were used for grams were purchased from Michael’s using a p-card. Maria Cardenas in POD can provide account to reallocate to for p-card user. Employees will then be invited to send candy grams as Shout Outs during the Classified Senate Valentine’s Day party on 2/13/19. Desiree will take the lead for this event. Will follow up with Classified Senate on any additional participation or support needed as event gets closer.  |
| Luncheon for Halloween Contest Winners | Wednesday, December 11, 2019 at 12:00 PM in the Emergency Operations Center (Building 46, Room 1050)Confirm attendance of committee members | Ruben & Lianne will attend.Lianne will use Poinsettia’s and red table cloths to decorate. Sodexo providing lunch for this year. Café 91 was not available because of classes ending. We can host there in the future but have to use Purchasing credit card to pay and call to make reservations far in advance. They are also able to accommodate with a set menu. Winners from Facilities and other individual winner are able to attend. Jeffrey George and Eric Turner are unable to attend so Lianne will plan to do something separate for them.Changes for next year will include ALL communication regarding the event to come from VOICES email or Lianne and additional voting categories instead of 1st, 2nd and 3rd place. |
| Website Updates | 1. Past SHOUT OUT recipients (Current as of 11/2019)
2. College Champion Award Page – Add awards, recipient names and photos for past years
3. Minutes
	* Only available for 2018-19, 2019-20
4. Photos
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| 2019-20 Meeting Dates & Times | Confirmed 2nd Tuesday of each month, 12:30-1:30pm, 6-144 (POD Innovation Room)Outlook invites sent to committee | January meeting has been cancelled due to conflicts. February has been rescheduled for 2/7/20 at 9am.  |
| **Next Meeting** | **TENTATIVELY: Friday, February 7, 2020 – 9:00-10:00 am – 6-144** |

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| TOPICS FOR FUTURE MEETINGS |
|  | Website |
|  | Repository |
|  | Award listing – descriptions of each award to be added |