

Minutes for May 12, 2020

**12:30 to 1:30 p.m., Zoom Meeting**

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| **VOICES** |
|  | Loralyn Isomura – Appointed by CSEA 262 | x | Ralph Jagodka – Appointed by Faculty Association |
| x | Gabby Sesma – Appointed by Classified Senate  | x | Ruben Flores – Appointed by CSEA 651(Co-chair) |
|  | Lianne Greenlee – POD Director | x | Melissa Cone – Appointed by Confidentials (Co-chair) |
| x | Francesca Rinaldi – 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 April minutes | Motion by Julie, seconded by Ralph, minutes approved by acclamation.  |
| Outcomes/Accomplishments | Review Completed Outcomes/Accomplishments and provide updates. Due to PAC no later than June 1, 2020. | Reviewed and updated outcomes/accomplishments to be sent to Brigitte by 6/1. |
| Way to Go, Joe! | Update on delivery of virtual award to Skill Craft Team and notification to Marketing for email announcement and post.  | Ruben will follow-up with Robert in Marketing to either photoshop photo or possibly do a Zoom meeting to get a group photo since all team members are not currently on campus to take an in-person photo. |
| Shout Out | Update on Turbulent Shout OutsNext Schedule Email Announcement to go out in July: “Stay cool this summer” | Desiree and Melissa worked together to use mail merge to create email certificates and send 59 virtual shout outs from VOICES email. Had to be sent manually due to issues with sending via mail merge from shared VOICES email box. We will send another batch for additional shout outs received week of 5/18.  |
| Membership Changes | Academic Senate appoints Francesca Rinaldi | Welcome Francesca! Will review VOICES Projects, Roles and Timelines document to update at June meeting.  |
| Mt. SAC United - Virtual Vigil | Mt. SAC United - Virtual VigilMay 19, 202012 p.m.<https://www.mtsac.edu/united/> | Francesca provided details and information on event happening on 5/19 at 12pm and suggested sharing the Turbulent Times Shout Out email again in conjunction with this event. Julie suggested sharing this in the chat. Francesca will provide additional details via email.  |
| Upcoming Activities/Events | College Champion Awards * Nominations normally due June 15-30
* Update Nominations Form with Due Date
* Update Campus Announcement flyer
* Update VOICES web page
* Set Campus Announcement dates and send to Elda who will send out announcement
 | * Melissa will review last year’s timeline and prepare proposed Mt. SAC United - Virtual Vigil schedule to be sent via email for input.
* Julie recommends email be sent Monday morning due to many emails.
* Check with Elda/Lianne on number of trophies we have left.
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| Website Updates | Turbulent Shout Out RecipientsMonthly Update for April minutes | To be updated.  |
| Night Shift Thank You’s | Need list employees/faculty with shift differential * Status of employee list (Lianne)
* Faculty list (Melissa)

Tootsie roll thank you gifts* Order status (Lianne)

Name labels* Include recipients’ names, office location, and “from VOICES”

Distribution plan * Postpone?
 | **ON HOLD** |
| Future Event(s) |  |  |
| 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 |  |
| **Next Meeting** | **TENTATIVELY: Tuesday, June 9, 2020 – 12:30-1:30 pm – Zoom Meeting**  |

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| TOPICS FOR FUTURE MEETINGS |
|  | Website |
|  | Repository |
|  | Award listing – descriptions of each award to be added |
|  | Use of Mt. SAC Social Media, Marquee, and tv screens across campus as additional outreach  |