

Minutes for February 12, 2019

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

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| **VOICES** |
|  | Loralyn Isomura – Appointed by CSEA 262 |  | 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 |  | Melissa Cone – Appointed by Confidentials |
|  | Maria Estrada – Appointed by Academic Senate | x | 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 minutes |  |
| Valentine’s Day Event | Thursday, February 14, 2-3pm. Maria and Nicole will staff the table. The past couple years, ASAC student workers distributed Valentine's Shout Outs. However, ASAC will have limited student workers covering our counter in spring. Can POD student workers help to distribute?  | Eva will ask Lianne.Eva suggested that we use the Shouts Distribution list for committee members to distribute Valentine’s Shout Outs to their assigned buildings. |
| Night/Evening Shift Recognition | Friday, March 1 is Employee Appreciation Day.* We are estimating 500 recipients.
* Eva sent the circle sticker labels to Maria in POD to order. Maria has ordered the labels.
* Nicole will buy bags from Michaels.
* Lianne will buy cookies from Costco.
* Need evening faculty list from Julie.
* Assemble bags on Tues. 2/26/19, 12:30-1:30pm
* Distribute cookies on Wed. 2/27/19. Who can help?

“Without you, we would crumble” on one side of baggie.“The VOICES Committee thanks you for being the light in the night.” On the other side of baggie. | Nicole will purchase bags from Michaels this Friday.Nicole will ask Julie for list of evening faculty and ask Lianne if she has contacted HR for evening staff.Eva will send a calendar invite to all committee members for the cookie bags assembly.Pending the final list of recipients, we may use the Shouts Distribution list for committee members to distribute cookies to their assigned buildings.Ruben will create and print the labels once they arrive. |
| Bldg. 4 Bulletin Board Status | Nicole printed photos. Ruben and Elda put up the photos and decorative cutouts. We have all current VOICES recognitions featured and some past winners: Shout Outs list; 2018 College Champion Awardees; and Way to Go Joe with Custodial, Financial Aid, IT, Facilities. We need to add Celebration of Excellence but would need to reprint past awardees on smaller photo paper. We can also include photos of our Valentine’s table and Halloween, but we need to start taking photos during these events. | Eva will check if we have enough in the VOICES budget to order photo paper: letter size and 4x6.Eva will bring her DSLR camera for Valentine’s event. Nicole and Maria will take photos. Eva will help set up at the event but cannot attend the event. |
| **Next Meeting** | **Tuesday, March 12, 2019 – 12:30-1:30 pm – POD, Innovation Room, 6-144** |

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