

Minutes for October 13, 2020

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

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| **VOICES** | | | |
| x | Loralyn Isomura – Appointed by CSEA 262 |  | Ralph Jagodka – Appointed by Faculty Association |
|  | Reyna Casas – Appointed by Classified Senate | x | Ruben Flores – Appointed by CSEA 651(Co-chair) |
| x | Lianne Greenlee – POD Director |  | Melissa Cone – Appointed by Confidentials (Co-chair) |
|  | 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 September minutes | Julie motioned to approve the September minutes as is, seconded by Lianne. September minutes were approved by acclamation. |
| Way to Go, Joe! | Thoughts on continuing with award or placing on hold for the time being. Not many departments on campus. Limited events/collaboration. | The committee agreed to bring Way to Go, Joe! back in-house and committee will vote on the next recipient(s). |
| Shout Out | Shout-outs certificates were delivered via email.  (2) new shout outs came in since last batch  Ideas/thoughts on next announcement | The next Shout-out announcement will go out in November and will have a spin on Thanksgiving and/or the fall season. Loralyn will prepare email announcement. |
| College Champion Awards | Trophies and yard signs shipped/delivered to Hugo Aguilera and Daniel Cantrell.  FCLT and Craig Petersen have yet to receive awards. | A photo was requested of each recipient with their trophy. |
| Website Updates | Establish who has access to VOICES page.  College Champion Award recipients to be added. Photos if possible. | Lianne and Julie have access to update the Voices website. Julie will update the website with the minutes uploaded on Teams. |
| 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? | **DISTRIBUTION OF GOODIE BAGS - ON HOLD**  Loralyn suggested mailing a certificate of appreciation to home addresses but on hold for now due to shift in schedules for some employees from night to day shift. |
| Future Event(s) | Update – Halloween Contest/Event  Categories   * Individual costume * Framily * Pet * Jack-o-lantern * Door decoration   VOICES to purchase software to accommodate the voting. | John Lewallen sent campus announcement last week.  All employees are eligible. Classified Senate also working on a virtual campus event.  First place will be the popular vote, second and third places are chosen by the Halloween Contest taskforce. |
| Goals/Objectives | Review purpose and function statement.  Update member list and terms. | Updated the Purpose and Function to add Francesca Rinaldi (appointed by the Academic Senate) and Reyna Casas (appointed by Classified Senate). |
| 2019-20 Meeting Dates & Times | Confirmed 2nd Tuesday of each month, 12:30-1:30pm  Outlook invites sent to committee |  |
| **Next Meeting** | **TENTATIVELY: Tuesday, November 10, 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 |