

Minutes for May 8, 2024

**11:00 a.m. to 12:00 p.m., Zoom Meeting**

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| **VOICES** | | | |
|  | Loralyn Isomura – Appointed by CSEA 262 |  | VACANT – Appointed by Faculty Association |
|  | John Lewallen – Appointed by Classified Senate |  | VACANT – Appointed by CSEA 651 |
| X | Lizette Henderson – Acting Assistant Director, POD | X | Melissa Cone – Appointed by Confidentials (Chair) |
| X | Maribel Gonzalez – Appointed by Academic Senate | X | Desiree Marquez – Appointed by Management Steering |
|  | VACANT – Member-at-Large |  |  |
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| **ITEM** | **DISCUSSION** | **OUTCOME** |
| Minutes | Review March minutes | Motion by Desiree, seconded by Melissa, minutes approved by acclamation |
| Committee Membership | Review committee vacancies   * Member-at-large * CSEA 651 * Faculty Association   Update on request for additional committee members | Melissa will follow-up with the constituent groups to remind them of our vacancies and request a replacement member.  Melissa provided an update that we can request additional committee members through the annual review cycle set by PAC, which will take place in November 2024. |
| Shout Outs | * High Five Your Colleagues with a Shout Out! * Certificates | Sent Campus Announcement April 16.  53 Shout outs were emailed on May 1, 2024. |
| Employee Engagement Events | Spring Employee Appreciation Activity – May   * Date * Smartsheet * Communication   Nightshift Classified Employees – May 24  Celebration of Excellence – June | Spring Employee Appreciation Activity:   * May 14 * Rose Garden - 12:30-1:30; Bldg 66 - 5:30-6:30pm; 23/46 area - 11:30-12:30 * Distribute thank you cards and squishies   Nightshift Classified Employees  Friday, May 24, 9am and 6pm   * Lizette/Kevin will help with purchasing food from Portos and John and Melissa will deliver to building 47 breakroom   Celebration of Excellence – June – not this year |
| Recognition | ODE TO YOU:  **Facilities Planning and Management Department, Maintenance and Operations, and the Design and Construction teams**  Loralyn –   * Award Delivered 2/28 & photos were taken by Marketing * Next delivery at the end of March/early April | * Facilities is passing it to Student Life * Potential dates for award hand off are May 14, 10:30-12 or May 21   + 5/14 10:30 for handoff in Student Center   + Need to request marketing be there for photos   + Melissa to ask John if he can be there to hand off the award and take photo and Melissa will loop back with Loralyn |
| Website Update | * Update Minutes * Update Shout Outs * New pages on the VOICES site:   + “Ode to You!” Award page   + Annual Review Post by Year     - Shout Outs     - Way to Go Joe / Ode to You     - College Champion Award Recipients and Nominees | Website is currently up-to-date with minutes since there was no April meeting. Shout out page has also been updated.  The web team helped to create a new page for the Ode to You Award with details of the award and photos of all recipients. |
| VOICE Budget | Allocating the remaining $520 in funds for 2023-24 | Funds will be allocated for night shift classified event. |
| **Next Meeting** | **Wednesday, June 12, 2024 – 11:00am-12:00pm – 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 |