

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 24Celebration 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
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| 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  |