

Minutes for June 12, 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 |
| X | 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) |
|  | 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 May minutes | Hold for the next meeting |
| Committee Membership | Review committee vacancies   * Member-at-large * CSEA 651 * Faculty Association | Informational. Pending replacements. |
| Employee Engagement Events | Recap on Spring Employee Appreciation Activities   * Luncheon 5/21 at 11:00am in Summit * Bingo 5/23 at 1:00pm in Heritage Hall   Nightshift Classified Employees – May 24 | Spring Employee Appreciation Activities   * Distributed thank you cards and squishies for all classified employees in attendance at various classified employee week events. * Decorated table with thank you signs and engaged with employees about the VOICES committee and ways to recognize employees.     Nightshift Classified Employees  Friday, May 24, 9am and 6pm   * Lizette/Kevin helped with purchasing food from Portos and John and Melissa delivered to building 47 breakroom for all 651 employees with thank you signs.   Notes for next year:   * Reduce order for evening shift by 1/3 or ½, it was too much food. * Be mindful of other classified events in May and maybe do January or April instead when there are less campus events. |
| Recognition | * College Champion Awards   + Nominations Open 6/17 –   + Request Web Team open nominations on VOICES website | John will create a slide and email announcement for campus announcement listserv and TV screens across campus.  Melissa put in a ticket for the website to be updated with a nomination form link and will send out a campus announcement no later than 6/17 with an initial submission deadline of 6/28.  Reminders will be sent on 6/25 and 7/1 with an extension through 7/5.  For next year it was suggested to accept nominations in May instead since many faculty are busiest during June. |
| Website Update | * Update Minutes * Update Shout Outs * New pages on the VOICES site:   + Annual Review Post by Year     - Shout Outs     - Way to Go Joe / Ode to You     - College Champion Award Recipients and Nominees | Updates will be made. |
| Annual Planning Memo | Review Committee Outcomes/Accomplishments (Column 3) – Due June 26 | Discussion on the guidelines for Ode to You award and suggestion was made to incorporate DEISA+ verbiage into those guidelines for consideration when a department is selecting the next recipient. |
| Marketing | Brainstorm ways to increase VOICES presence across campus | Suggestion to utilize additional campus listservs like Faculty, Manager, and CSEA for sending out communication.  “Employees Recognizing Employees”  Send info to Kevin and Elda to include VOICES information in the newsletters that they send on a regular basis.  Prior to Fall and Spring terms – use VOICES Welcome backyard signs across campus with VOICES branding.  Make some paper banners that we can put across campus on buildings! |
| Summer Meetings | Discuss Meeting Schedule for July/August | Confirmed July and August meetings |
| **Next Meeting** | **Wednesday, July 10, 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 |