

Minutes for July 10, 2024

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

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| **VOICES** |
| x | 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) |
| x | Maribel Gonzalez – Appointed by Academic Senate | x | Desiree Marquez – Appointed by Management Steering |
|  | VACANT – Member-at-Large | x | Guest: Kevin Truong (Recorder) |
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| **ITEM**  | **DISCUSSION** | **OUTCOME** |
| Minutes | Review May & June minutes | A committee member asked if we are adding members to the committee or just filling vacancies. * The answer was that the reasoning to add more members because folks may leave so having extra members would be a buffer.
* There was a concern if they are to many people on the committee, it may be too hard to schedule meetings.
* The committee member selection process has to go to PAC every year.
* One committee member suggested that we make it a goal for the next year where each constituent group has an alternative just in case one person can’t show up but still meet quorum and has each constituent group representation.

May Meeting Minutes * Approved

June Meeting Minutes* Approved
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| Committee Membership | Welcome to Kevin Truong! Review committee vacancies* Member-at-large
* CSEA 651
* Faculty Association
 | A suggestion was made to send out a newsletter detailing what VOICES and asking if folks want to be on the committee for all vacancies.Another suggestion was to add the vacancies for VOICES to the Mt. SAC Committee webpage which has an interest form. |
| Ode to You Award | Current Recipient: Student Life* Award delivered 5/21
* Request posting in Newsroom?
* Communication timeline for selection of next recipient
* Discussion to incorporate DEISA+ verbiage into the Ode to You Award guidelines for consideration when a department is selecting the next recipient.
 | Ode to You Award has not been requested to be posted in Newsroom currently. Loralyn will be reach out to Student Life for a selection of next recipient.Lizette suggested to input language in the Ode to You Award nomination so folks can keep that in mind when nominating a recipient. Lizette’s suggestion is from Goal #6 of the VOICE committee goals. It allows folks to be more inclusive of other areas around campus. Lizette will draft some language to send out to Loralyn to include into nomination process.If someone nominated a department that has been a recipient before, then we can go back to the nominator to have them pick them someone else. Language can be added to the nomination form. The committee needs to enforce this rule so that other departments have a chance to receive this award.A suggestion was made is to create a Smartsheet that has a drop down with all the departments listed.Lizette will work with Kevin offline on enhancing the Smartsheet for VOICES committee. |
| Recognition | * College Champion Awards
	+ Nominations closed 7/8
	+ 25 Nominations received
	+ Update website to remove link & slide from monitors across campus
* Next Steps:
	+ Prepare Nominations for Dr. Garcia’s Review by 8/1
	+ Prepare slideshow presentation with winners for President’s Office by 8/8
	+ Awards to be engraved by 9/11/24 Board meeting
	+ President’s Breakfast?
 | Melissa is in the process of putting the nominations together by 8/1.Awards will be given during September board and there usually a breakfast sponsored by the Presidents Office. However, with the budget situation, that may not happen anymore. |
| Shout Outs | Next theme & date | In the past, shoutouts were sent in the Summertime and when folks come back in Fall. Last one was sent was in April. Suggestion is to send out the week of Sept 9th due to the busy start of the semester for faculty.Theme will be chosen in future meetings. |
| Employee Engagement Events | Fall 2024* Signage across campus (posters and yard signs)
* Tabling event with giveaway items
	+ 250 Thank You Keychains
	+ 50 Thank you cards & squishies
	+ Date
	+ Locations
 | POD is currently finishing up the new furniture in the storage room. Lizette will report back on what materials that are VOICES. Touch base on this topic by August for follow up.Fall engagement events:* Suggested to move to the week before Thanksgiving (week of Nov .18)
* Suggested to have a table at each of the events: FLEX, CPD Day, Manager Convening.
	+ Suggested a lunch table instead of a morning table. Desiree & Melissa can help with the CPD table.
	+ Melissa will circle back with Lizette for FLEX. There will be either a lunch or check in table.
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| 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
 | Will be updated. |
| **Next Meeting** | **Wednesday, August 14, 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  |