

Minutes for August 14, 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 |  |  |

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| **ITEM**  | **DISCUSSION** | **OUTCOME** |
| Minutes | Review July minutes | Motion by Desiree, second by John, minutes approved. |
| Committee Membership | Review committee vacancies, Mt. SAC Committee membership interest form webpage, and emails sent by POD to constituent groups* Member-at-large
* CSEA 651
* Faculty Association
 | Inclusion of VOICES in the POD Newsletters, which are sent out:651 – hard copies 262 - bi-weeklyManagers – monthly?Faculty – monthly?VOICES to email content to Lizette for Shout Outs or other information that we would like to be included. Regarding vacancies, the following committee members will reach out to the constituent groups: Maribel – FALizette – 651All – notify colleagues of member-at-large position |
| Ode to You Award | * Next Recipient
* Award delivery
* Request posting in Newsroom
* Ode to You Award - survey in [Qualtrics](https://mtsac.co1.qualtrics.com/jfe/form/SV_cO8Zu9WLOl3OTiK)
 | Student Life is the current recipient, but when asked to select the next recipient, they selected colleagues within their direct upline, so VOICES asked them to select an alternate recipient by 8/23. |
| Recognition | * College Champion Awards
	+ Prepare slideshow presentation with winners for President’s Office
	+ Request SchoolDude for name plaques by 9/11/24 Board meeting
	+ President’s Breakfast – TBD
	+ Volunteers to present awards at 9/11 Board Meeting
 | * Melissa will:
	+ Prepare the slides for Flex and CPD day and send to the President’s Office.
	+ Request SchoolDude for name plaques by 9/11/24 Board meeting
* Desiree, John and Loralyn will attend the President’s Brekfast.
* Lizette & John will attend the Board meeting to present and deliver trophies.
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| Shout Outs | Next theme & date* Week of 9/9
* Theme
* Assigned to
 | Desiree & Loralyn will handle creating the flyer; Melissa will send it out via campus announcement, and will also notify Lizette for inclusion in POD newsletters for various constituent groups. |
| Employee Engagement Events | Fall 2024* Signage across campus (posters and yard signs)
* [Paper](https://www.amazon.com/White-Kraft-Arts-Crafts-Paper/dp/B07842BNNQ/ref%3Dsxin_16_pa_sp_search_thematic_sspa?content-id=amzn1.sym.73b3a002-bc15-4db6-aa39-62f45d9e7e0d%3Aamzn1.sym.73b3a002-bc15-4db6-aa39-62f45d9e7e0d&cv_ct_cx=jumbo+white+poster+paper+rolls+for+posters&dib=eyJ2IjoiMSJ9.0NG9wHs1h-pa6JA9L9DYzObNb4xnz3hRYQl0b2Inaf8cDEIBtAGLgXzYBOljIeR537K-ofSqDwr1pAD_AfJ_Y5EqKOVgbst7_YHDb5XmqUk.by9YLhxAuhkMoID-1s3RxEWy0FRQomZ0yweXeu_1fH0&dib_tag=se&keywords=jumbo+white+poster+paper+rolls+for+posters&pd_rd_i=B07842BNNQ&pd_rd_r=701fcca5-fd33-4924-999e-db0e768f7b01&pd_rd_w=VMkjL&pd_rd_wg=hcFek&pf_rd_p=73b3a002-bc15-4db6-aa39-62f45d9e7e0d&pf_rd_r=WA921SJSHE12186KYWYV&qid=1723656642&sbo=RZvfv%2F%2FHxDF%2BO5021pAnSA%3D%3D&sr=1-2-364cf978-ce2a-480a-9bb0-bdb96faa0f61-spons&sp_csd=d2lkZ2V0TmFtZT1zcF9zZWFyY2hfdGhlbWF0aWM&psc=1), [tape](https://www.amazon.com/Painters-Inches-Premium-Masking-Painting/dp/B09Y3BHLZ4/ref%3Dsxin_16_pa_sp_search_thematic_sspa?content-id=amzn1.sym.982fe84d-4c64-43aa-9d68-de742170f100%3Aamzn1.sym.982fe84d-4c64-43aa-9d68-de742170f100&crid=FF21IRQ8X417&cv_ct_cx=blue+tape+rolls&dib=eyJ2IjoiMSJ9._V9Pfh5X-KeLQROqf4HY-bUdXsDJ5KAEczQ2dEcM3YDihBO3sbULWDu00jL8JOoEXLQY_eKhmaaIFATynnetsoiQnr3qkIF2HGcmvBRt5p4.NEqOGgSOFRGUX-1vxZ5zTKefvLA4WrhAXmCDoQGl2IA&dib_tag=se&keywords=blue+tape+rolls&pd_rd_i=B09Y3BHLZ4&pd_rd_r=1e838ada-26b5-4816-999d-b0bc2742d4b1&pd_rd_w=GF0UN&pd_rd_wg=3pv8o&pf_rd_p=982fe84d-4c64-43aa-9d68-de742170f100&pf_rd_r=QNRHKKD82FPB7HH4HYXE&qid=1723656715&s=industrial&sbo=RZvfv%2F%2FHxDF%2BO5021pAnSA%3D%3D&sprefix=blue+tape+rolls%2Cindustrial%2C146&sr=1-5-320c8157-e12c-4633-a9a3-0e0d4c4cb4b0-spons&sp_csd=d2lkZ2V0TmFtZT1zcF9zZWFyY2hfdGhlbWF0aWM&psc=1), [markers](https://www.amazon.com/Acrylic-Waterproof-Permanent-Painting-Paintings/dp/B0CJFVT397/ref%3Dsr_1_15?dib=eyJ2IjoiMSJ9.ekL3aFGMgaZ8Qy9eyy1D0GRSecmSD31Mokq9MUC3yl6sml0Wc6Y8UuiB_owhQF2rSuioQMX6cMU_VALodagv9CcjDLZz3Pl3Vxu0a6RYN-AJpsgTP8453UgwOGQ3GyTSeXXoWgD9wlV2L1omSKQ8Av_-UDLI06pMYZYivx__3OBcSkY8If4Fazp098NNAkqgjbBoFviZDZgHSm5jiS2vx98GwRDBU1U9uJONXz8Dg-7pIU1ZSWL3mQHkBN5kjPxta-QezZwaucdONfIlY_J9D0pUNtHg1zZHAb8vhvuqR5g.WPYr-60TKxG6Gvx23xKJ778fqnzAXzc_XrU0ztjEFFc&dib_tag=se&keywords=jumbo+poster+markers&qid=1723656746&sr=8-15)
* CPD Day Luncheon
	+ Time
	+ Volunteers: Melissa & Lizette
* FLEX Day Lunch or Check-in table
	+ Time
	+ Volunteers
* Giveaway items for CPD and Flex
	+ Tablecloths and signage
	+ 250 Thank You Keychains
	+ 50 Thank you cards & squishies
 | * Signage across campus – idea held for a future event.
* CPD Day Luncheon
	+ 8/16, 12:30-1:30pm, Summit Event Center
	+ Volunteers: Melissa & Lizette
	+ Will pass out “thank you” keychains for classified employees
* Manager Fall Gathering
	+ 8/19, 11:45am, Summit Event Center
	+ Volunteers: Melissa & Loralyn
	+ Will pass out “thank you” keychains for Managers
* FLEX Day Lunch table
	+ 8/23, 11am
	+ Put signage and VOICES pins on table in Founders Hall during the welcome back luncheon for all faculty and other staff that attended.
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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
 | The website has been updated with minutes and shoutouts.  |
| **Next Meeting** | **Wednesday, September 11, 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  |