

Minutes for September 11, 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 (Co-Chair) | X | Melissa Cone – Appointed by Confidentials (Co-Chair) |
| X | Maribel Gonzalez – Appointed by Academic Senate | X | Desiree Marquez – Appointed by Management Steering |
| X | Ruben Flores – Member-at-Large |  |  |

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| **ITEM** | **DISCUSSION** | **OUTCOME** |
| Minutes | Review August minutes | Motion by Desiree, second by John, minutes approved. |
| Committee Membership | Welcome to Ruben (member-at-large) & \_\_\_\_\_(651 rep)  Committee vacancy:   * Faculty Association | Welcome to Ruben!  Betty from 651 will be joining next month.  Maribel will follow up with Emily regarding FA assignment. |
| 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) | Loralyn has reached out to Student Life and they have selected Event Services. Loralyn will coordinate the award delivery and posting to Newsroom. |
| Recognition | * College Champion Awards   + Presentation of awards at 9/11 Board Meeting   + Collect photos from Marketing   + Update website pages | Thank you to Lizette and John for presenting awards at the Board meeting.  Will request photos to be added to the website. |
| Shout Outs | Next theme & date   * This week! * Theme * Design/copy assigned to * Campus Announcement * Include in POD newsletters: * Creating certificates and emailing: | * Theme: Locate an Old Friend Day 9/18 * Design/copy assigned to: Loralyn & Desiree * Campus Announcement: Melissa * Include in POD newsletters: Lizette   Creating certificates and emailing: Maribel (cert. creation) & Ruben (delivery) |
| Employee Engagement Events | Halloween   * Thursday, 10/31 * Location? * Costume Contest? | Melissa will coordinate with POD to purchase Ghost cards and lollipops to be distributed.  Melissa will follow-up with John for details about the Classified Senate event. |
| Website Update | * Update Minutes * Update Shout Outs * College Champion Awards * 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 | Ask for Desiree to be given access to the VOICES email for support with sending Shout Outs in the future. |
| **Next Meeting** | **Wednesday, October 9, 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 |