

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  |