

Minutes for May 21, 2019

**12:30 to 1:30 p.m., 6-144**

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| **VOICES** |
|  | Loralyn Isomura – Appointed by CSEA 262 | x | Ralph Jagodka – Appointed by Faculty Association |
| x | Eva Figueroa – Appointed by Classified Senate (Co-chair) |  | Ruben Flores – Appointed by CSEA 651 |
| x | Lianne Greenlee – POD Director |  | Melissa Cone – Appointed by Confidentials |
|  | Maria Estrada – Appointed by Academic Senate | x | Nicole Blean – Appointed by Management Steering |
| x | Julie Laverty – Appointed by the President |  | Guest: Marlene Espina |

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| **ITEM**  | **DISCUSSION** | **OUTCOME** |
| Minutes | Reviewed March and April minutes | Approved. Eva will add minutes to Teams drive for Julie to post on website (1-2 years). |
| Celebration of Excellence | Lianne sent managers an email asking for any additional awards that we were not aware of; she did not receive any responses.Invitations – still need list of names for departments/groups.* IT - Loralyn
* Financial Aid - Desiree Marquez, Sandy Miranda, Jenny Phu, Chau Dao
* Custodial - Ken McAlpin
* Police and Campus Safety – Stephanie Bolechowski
* Biology Department – David Mirman
* Academic Senate Executive Board - Chisa Uyeki
* Homelessness and Basic Needs Resources Committee - Pauline Swartz
* Aeronautics Department - dept. chair
* Arts Department - dept. chair
* 2019 Classified Excellence Award winners - John L
* 2019 CSEA 262 Unsung Hero - John L
* 2019 CSEA 651 Unsung Hero - John L

Photographer: Nicole confirmed Tom Z. to photograph.Changes to layout confirmed with Yvette Garcia:* 8 round tables inside with 8 chairs each
* 6 cocktail tables outside
* 1 sign-in table in foyer, no chairs
* 2 tables in foyer for ice cream
* 1 drinks table in foyer

“Agenda” for the event: 1-2pm* Initial by Name & Award; makes name badge
* Designated MC: Ralph
* PowerPoint with names throughout; 7 seconds per name per screen; MC names awards that they’re representing
* Dr. Scroggins and Board Members
* 1-1:20 Ice cream!
* 1:20-1:25 Ralph overview of awards
* 1:25-1:35 Dr. Scroggins and Board members
* 1:35-1:45 Group photo
* 1:45-2 Mingling & individual photos

Décor - Beach theme: pails, Hawaiian leis, beach balls, string lights, etc.Ice cream order (est. 75): * Vanilla only
* Lots of toppings
* Water lemonade tea
* Buy sorbet at Stater Bros

Set up* Blank name labels
* Sharpies

Clean-up | Eva will send email invite to key contact person to share with department. Stack of invitations to distribute. Eva will email John to include invitation with Classys award on stage.Eva will check-in with Scroggins and Board for “speeches”Julie will update facilities request with Yvette Garcia that we will use PPT after all.Julie will make PowerPoint. Eva will email her the list as Julie doesn’t use Teams.Lianne will print sign-in table checklist from Teams.Eva will remind Julie to bring beach balls.Julie will share playlist from Spotify with Lianne. Eva will create account.Eva will send out sign up for set up and clean up |
| Eva’s membership | Eva has a new position on campus and will not be able to serve on VOICES after June 30.  | John Lewallen will be appointing a new Classified Senate representative to VOICES. Ruben Flores says he will consider being co-chair, but he will need another member to co-chair. |
| Ralph leave | Ralph will be on leave from June 15, 2019 – Feb. 23, 2020. |  |
| **Next Meeting** | **Tuesday, June 18, 2019 – 12:30-1:30 pm – POD, Innovation Room, 6-144** |

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| TOPICS FOR FUTURE MEETINGS |
|  | Website |
|  | Repository |