

Minutes for February 13, 2024

**12:30 to 1:30 p.m., Zoom Meeting**

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| **VOICES** |
| X | Loralyn Isomura – Appointed by CSEA 262 | X | Ann Walker – Appointed by Faculty Association |
| X | John Lewallen – Appointed by Classified Senate  |  | Gabriel Aragon – 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 |
| X | Derek Dokter – Member-at-Large |  |  |
|  |  | X | Guest: Kevin Truong, POD |

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| **ITEM**  | **DISCUSSION** | **OUTCOME** |
| Minutes | Review November & January minutes | Motion by Melissa Cone, Seconded by Desiree Marquez, Minutes for November and January approved by acclamation. |
| Committee Membership | Welcome to new committee members: John and Gabriel | Introductions and welcome to our new VOICES Committee members. |
| Upcoming Events | Classified Senate Valentine’s DayDate: 2/14Time: 11am-noon in 6-160Event Details: Valentine’s notes & candy grams available for employees, Loralyn and Maribel will host the VOICES tablePost-event: Distribute all notes via campus mailVolunteers needed | Loralyn and Maribel will support the VOICES table and will deliver cards to Desiree after the event so that her team can distribute across campus via campus mail. |
| Recognition | ODE TO YOU: **Facilities Planning and Management Department, Maintenance and Operations, and the Design and Construction teams*** Award Delivery
* Photo
* Campus Announcement
* Next delivery at end of March/early April
 | Loralyn provided an update on Ode to You Award, which was passed from IT to FP&M as the second recipient. She will work with their department to coordinate a photo of the team with the award. Melissa will coordinate with Skilled Craft team to have a plaque made for the remaining College Champion Award trophy which will be used as the “Ode to You” trophy moving forward. |
| VOICES Budget | * Available funds – approx. $1900
* Funds have been spent on Halloween, Valentine’s Day & Ode to You Trophy
* Need to purchase 2024 College Champion Awards
* Other?
 | The committee agreed to purchase five awards in a new design from AwardingYou.com to be used as the 2024 College Champion Award trophies.As we have for the past several years and in line with the committee’s goal. It was also suggested that we bring back the Celebration of Excellence event so funds will be allocated for this.  |
| “End of Year” VOICES Webpage | Create new webpage on VOICES site congratulating all employees recognized throughout the year: * Shout Outs
* Way to Go Joe
* College Champion Award Recipients and Nominees
 | Melissa will provide content and John will put together a creative design to send out via email and post on the VOICES website.  |
| VOICES Project Roles and Timelines | Review, update, and assign | Reviewed VOICES Project Roles and Timelines document. Updates will be made as follows: * Maribel will support with Night Shift
* John will support with Celebration of Excellence
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| Website Update | MinutesShout Outs | Melissa will update website with current minutes and shout out recipients |
| **Next Meeting** | **Wednesday, March 13, 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  |