

Minutes for February 7, 2020

**9:00 to 10:00 a.m., 4-2460**

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| **VOICES** |
| X | Loralyn Isomura – Appointed by CSEA 262 |  | Ralph Jagodka – Appointed by Faculty Association |
| X | Gabby Sesma – Appointed by Classified Senate  | X | Ruben Flores – Appointed by CSEA 651(Co-chair) |
|  | Lianne Greenlee – POD Director | X | Melissa Cone – Appointed by Confidentials (Co-chair) |
|  | Vacant – Appointed by Academic Senate | X | Desiree Marquez – Appointed by Management Steering |
|  | Julie Laverty – Appointed by the President |  |  |
|  |  |  | Guest:  |

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| **ITEM**  | **DISCUSSION** | **OUTCOME** |
| Minutes | Review December minutes | December minutes approved. Motion by Gabby, seconded by Melissa, minutes approved by acclamation. |
| Way to Go, Joe! | Ruben to work with Warehouse to select next recipient for delivery in March | Way to Go, Joe awarded to the Warehouse staff. Pictures and awarding went well. |
| Shout Out | Sending out a campus-wide email in March?St. Patty’s theme – Spread the Luck | Shout out email will go out for February, instead of March. Melissa will send out an announcement and emphasis sending Valentine shout outs at the Classified Senate Valentine celebration on Tuesday, February 11, from 2:00-3:00 pm, in Founders Hall.  |
| Membership Changes | Vacancy – Academic Senate(Ruben emailed Chisa on 11/12/19) |  |
| Projects/Events Timeline | **Valentine’s Day**Desiree is serving as the lead.Candy gramsShout OutsCandy jars?Confirm attendance of committee members? | Desiree and Melissa will staff the VOICES table at the Valentine’s Day event. Melissa will get the tablecloth, and Desiree will buy some pens and about 100 candy grams for the event. |
| Website Updates | 1. Past SHOUT OUT recipients – **Need to update from Nov. 2019 - Present**
2. NEW College Champion Award Page – Added new page outlining award categories, past recipient names and photos for past years
3. Minutes for 2018-19, 2019-20 – up to date
4. Photos – added for College Champion Awards (thanks to Jeffrey George!)
 | Melissa updated the Shout Outs on the website. Melissa worked with Jeffrey to update the Champion Award page with pictures of past awardees. |
| Night Shift Thank You’s | To be distributed in March/April Gift - Tootsie Roll Thank You’s List of individualsName Tags Distribution plan  | Committee confirmed using the “Thanks for the ‘Roll’ You Play” tootsie roll paper totes from Positive Promotions. Melissa will talk to Lianne on how to purchase and the list of names from Human Resources.  |
| Future Event(s) | Celebration of Excellence - Friday, May 29 from 10am-3pm in Founders Hall | Melissa will reach out to Marketing to create an invitation for the celebration. Will discuss Celebration of Excellence further in the next couple meetings.  |
| 2019-20 Meeting Dates & Times | Confirmed 2nd Tuesday of each month, 12:30-1:30pm, 6-144 (POD Innovation Room)Outlook invites sent to committee |  |
| **Next Meeting** | **TENTATIVELY: Tuesday, March 10, 2020 – 12:30-1:30 pm – 4-2460**  |

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| TOPICS FOR FUTURE MEETINGS |
|  | Website |
|  | Repository |
|  | Award listing – descriptions of each award to be added |