

Minutes for June 4, 2019

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

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

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| **ITEM**  | **DISCUSSION** | **OUTCOME** |
| Minutes | Reviewed May minutes |  Approved. |
| Celebration of Excellence (CoE) Debrief & Planning for next year | What went well:* Ralph as MC. He has the perfect voice for it.
* Music – we received compliments. One attendee even asked for the playlist.
* Décor - the beach theme (with décor from POD) was simple but added a nice touch. Some people even wanted to take the centerpieces.
* The group photo location in front of the “pond” was perfect.
* Location: Founders Hall conference center and patio
* Slideshow
* Toppings variety
* Guests making their own name tags

What we can improve for next year:* Send a save-the-date to Dr. Scroggins and board members to increase their chances of attending and/or send personalized invitation explaining what it is and what we want them to do.
* Clarify wording on invitation. Several people wondered what award they were receiving at the CoE. Revise to “As a recipient of a Mt. SAC award this year, you are invited to...” Perhaps a two-sided invitation with a list of awards on the back. “Come pick up your pin.”
* Track award recipients throughout the year. This was the most time intensive task. Recommend a monthly check-in; add a column for when each award is given to help with tracking. If it’s a group, send an email invite to department/group contact.
* Depending on guest list status, order more invitations. This year we ordered 200 invitations, but the (incomplete) list was up to 276. We ran out of time to get a complete list and invitations to everyone. We ordered 98 pin cards.
* Send out a calendar invitation in Outlook in addition to paper invitation to get it on people’s calendars.
* If Dr. Scroggins can’t attend, ask for a statement from him that a representative from his executive team can read or we can read at the celebration on his behalf.
* Sodexo: Request ice cream servers. Order water too. Don’t order iced tea because nobody drinks it. Just pre-oder coffee and water.
* Purchase “sorbet” not “sherbet,” as a dairy free option since some sherbet has some milk in it.
* Move individual photos to north east corner of conference center in lieu of one round table.
* MC to briefly explain each award category. As people stand, stay standing; start with a group from 10+1, then individual, end with Way to Go Joe.
* Consider creating centerpieces that people can take.
* Forgot a committee group photo

Planning for next year:* Date and time: Not Friday? 11am?
* Reserve Founders Hall with adjustments noted above (7 rounds)
* Guest list tracking, will be helpful for emcee to know who is in attendance
* Book photographer
* PPT of awards and awardees
* Sodexo order, outside vendor, or committee potluck? Combination? - depends on time
* Add “Light refreshments will be served” to invite
* Canva.com templates used for invites and pincards
 | Discuss 2019-20 CoE date,Send personal invitation to BOT members,Provide a list of awards and awardees,Track awards monthly (June 2019-May 2020), determine chairs or leads of departments/committees to send invitations to for future,200 invitations is a good amount, provide invitations to Classy Award winners at the Classys,100 pin cards,Add Outlook meeting invite to save the date.Use same slideshow template for future CoE,Use same toppins as this year,Thursday, May 28 reserve 10a-3pm7 rounds, Discuss food options, ice cream, appetizers,  |
| Way to Go Joe | Hand off from Police & Campus Safety to Veterinary Technician Program (Vet Tech) coordination is in progress. Target date was June 1, so ASAP is best. | Ruben will follow up with Dina and Dawn in Vet Tech and add new photos to cabinet |
| College Champion Awards | Elda sent out call for nominations on May 31. Due date is June 21. She will send out an email blast(s) each Tuesday until the due date. | Email will be sent every Tuesday until the due date. Lianne will follow up with Elda.Start building a photo file in Teams folderTry to give Dr. Scroggins 2 weeks to review nominationsNames are Announced at CPD and Fall Flex Day and trophies are presented to winners at September BOT meeting |
| Membership Changes | Eva has a new position on campus and will not be able to serve on VOICES after June 30. John Lewallen will assign a Classified Senate representative to replace her as a member. Ruben and Melissa will be taking over as co-chairs.Maria Estrada will be stepping off of VOICES. We will need a replacement Academic Senate appointee.Nicole’s and Julie's terms are up in 2019. Nicole will not be continuing; we’ll need to contact Management Steering for a replacement appointed manager. Julie will be continuing.Ralph will be on leave from June 15, 2019 – Feb. 23, 2020. | Replacements needed for Maria, Nicole. Check back in with Julie (and/or President’s Office)Sub for Ralph? |
| 2019-20 Meeting Dates & Times | Room reservation through PODOutlook calendar event with automatic reminders |  |
| **Next Meeting** | **TENTATIVELY: Tuesday, July 9, 2019 – 12:30-1:30 pm – 6-144 (POD Innovation Room)** |

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