

Agenda for November 10, 2020

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

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

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| **ITEM**  | **DISCUSSION** | **OUTCOME** |
| Minutes | Review October minutes | Desiree, motion to approve Francesca, secondedApproved by acclamation  |
| Way to Go, Joe! | Brainstorm ideas for departments/groups for next WTGJ recipient. Department characteristics to consider are teamwork within the department, collaboration with other campus groups, innovative solutions to challenges, support of its employees, and support of student learning. | FCLT, POD, Event Services(Tech Services), SPOT Team, Faculty Facilitators, Tutoring ServicesCommittee will have to regroup with further suggestions and will vote internally.Desiree offered to assist with voting process. Previous winners:Facilities PlanningITFinancial AidCustodialPolice/Campus SafetyVet TechPrinting ServicesWarehouseSkilled CraftPurchasing |
| Shout Out | Shout-out announcement for Fall | Loralyn/Julie will work on composing announcement. “Giving Thanks” Desiree will work on compiling shout-outs certificates. |
| College Champion Awards | College Champion photos received.  | Two of the College Champion winners provided photos. Desiree offered to assist in creating backgrounds for the photos before sending to Julie to upload on VOICES webpage.  |
| Website Updates | Update list of shout-out recipients  | Desiree/Julie offered to update the site with current lists of shout-out recipients.  |
| Night Shift Thank You’s | Need list employees/faculty with shift differential * Status of employee list (Lianne)
* Faculty list (Melissa)

Tootsie roll thank you gifts* Order status (Lianne)

Name labels* Include recipients’ names, office location, and “from VOICES”

Distribution plan * Postpone?
 | **DISTRIBUTION OF GOODIE BAGS - ON HOLD**Loralyn suggested mailing a certificate of appreciation to home addresses but on hold for now due to shift in schedules for some employees from night to day shift.  |
| Event(s) | Update – Halloween ContestCategories* Individual costume
* Framily
* Pet
* Jack-o-lantern
* Door decoration
 |  Task force looked over results. 1st place winners were chosen based off popular vote and Honorable Mention(2nd) was chosen by Halloween Task Force. Winners will be announced via email announcement. Gift cards will be purchased and mailed out. Desiree mentioned issues navigating software on mobile.   |
| Goals/Objectives | Goals/ Purpose & Function was submitted.  | Reminded committee of progress due date and asked to keep in mind the goals as the year progresses.  |
| 2019-20 Meeting Dates & Times | Confirmed 2nd Tuesday of each month, 12:30-1:30pmOutlook invites sent to committee |  |
| **Next Meeting** | **TENTATIVELY: Tuesday, December 8, 2020 – 12:30-1:30 pm – 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  |