

Minutes for March 9, 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 |
|  | Reyna Casas – Appointed by Classified Senate  |  | Ruben Flores – Appointed by CSEA 651(Co-chair) |
| X | Lianne Greenlee – POD Director | X | 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 February minutes | Motion by Ralph, seconded by Desiree, approved by acclamation. |
| Shout Out | Valentines * Email gram announcement - Sent 2/15

What’s next? | Send the next Shout Out announcement in early April with “Spring” theme |
| Membership | Update on committee membership | Ralph will be retiring after Fall or Spring so we will begin looking for a replacement faculty committee member for VOICES as his retirement gets closer. |
| 2020-21 Goals Check-in | Committee website up-to-date* Minutes
* Photos
* Award recipients
 | **Minutes -** Julie has updated the minutes and is working on the 2019-20 Shout Out recipient list. **Shout Outs -** Melissa to pull updated list and give to Julie. Up to date as of 9/24/20.Desiree will create certificates for additional shout outs not yet emailed and Melissa will send out.**Photos –** Melissa will add photos from College Champion Awardees with yard signs if available.  |
| College Champion Award | Ordering of additional trophies | Lianne confirmed that an additional 6 trophies will be ordered so that we will have a stock of 8 trophies to be used for 2020-21 recipients and possibly 2021-22 recipients as well. |
| Gifts/Promotional Items | Employee Appreciation Day – Mask giveaway* Julie/Desiree - Email communication
* Lianne – Smartsheeet
* Order envelopes
* Mail merge for addresses & labels
* Stuff envelopes
* Deliver to Mail Services
 | Julie and Desiree will finalize communication today. Lianne has created the Smartsheet and will confirm with Duetta that no additional information is needed - <https://app.smartsheet.com/b/form/9f16ea9139194caca826df8387ce9a27> Melissa will send out the email communication once confirmed. Will check in 1-2 weeks after to see how many requests we have received for masks so we can begin ordering supplies to send out to employees.  |
| Return to Campus | Ideas for welcoming employees back to campus?-Yard signs | Committee all agreed that “yard signs” would be a nice way to welcome back employees to campus. Lianne confirmed that we have budget available. Melissa will work with Loralyn on obtaining quotes for “Welcome Back Mounties” individual letter signs and rectangle signs to be displayed around campus upon return.  |
| 2019-20 Meeting Dates & Times | Confirmed 2nd Tuesday of each month, 12:30-1:30pmOutlook invites sent to committee |  |
| **Next Meeting** | **TENTATIVELY: Tuesday, April 13, 2021 – 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  |
|  | Night Shift Thank You’s - once we are back on campus |