

Minutes for January 12, 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) |
|  | 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 December minutes | Motion to approve the December minutes by Julie, seconded by Ralph. December minutes approved by acclamation. |
| Shout Out | UpdatesValentines Day related announcementEmployee appreciation day - March 1  | Desiree will design an electronic Valentine’s Day gram. Loralyn will design the email announcement. Lianne will prepare the smartsheet form. Design and smartsheet of email should be completed by February 8, to allow the email announcement to go out by February 9. The committee distribute the load to send the electronic Valentine’s gram. |
| 2020-21 Goals Check-in | Committee website up-to-dateReview/Update list of shout-out recipients Review/Update photos & names of college champions | Julie will continue to work on updating the Voices website. |
| 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**Distribution for evening staff is still on hold due to the campus closure and shift changes. |
| Gifts/Promotional Items | Ideas to be distributed to recipients of various awards:* College champion
* Celebration of Excellence
 | The committee is exploring a “gift” to be distributed to the College Champion award recipients. Lianne will check in with Risk Management on PPE supplies they provide, and if needed, Julie will look into the costs of masks by contacting Purchasing. |
| 2019-20 Meeting Dates & Times | Confirmed 2nd Tuesday of each month, 12:30-1:30pmOutlook invites sent to committee | Melissa’s tentative return date is February 1. Ruben will start his leave also on February 1. We will continue meeting the same day and time each month. |
| **Next Meeting** | **TENTATIVELY: Tuesday, February 9, 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  |