

Minutes for November 14, 2023

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

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| **VOICES** | | | |
| X | Loralyn Isomura – Appointed by CSEA 262 | X | Ann Walker – Appointed by Faculty Association |
|  | Vacant – Appointed by Classified Senate |  | Ignacio Flores – Appointed by CSEA 651 |
|  | Lizette Henderson – Acting Assistant Director, POD | X | Melissa Cone – Appointed by Confidentials (Chair) |
| X | Maribel Gonzalez – Appointed by Academic Senate | X | Desiree Marquez – Appointed by Management Steering |
|  | Derek Dokter – Member-at-Large |  |  |
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| **ITEM** | **DISCUSSION** | **OUTCOME** |
| Minutes | Review September minutes | Motion to approve by Melissa Cone, seconded by Desiree Marquez, minutes approved by acclamation. |
| Annual Review of College Committees Planning Memo for 2023-24 | Review & Update:   1. Purpose and Function Statement 2. Goals | Ideas:  Flex Day  Department Chair emails  Monthly manager meeting |
| Recognition | ODE TO YOU: **Information Technology Department**   * Award Delivery * Photo * Campus Announcement * Next delivery in January | Loralyn notified IT department and will deliver the award this week and then coordinate photos. Campus Announcement will be sent. |
| Halloween | Event Recap  Shout Outs (9) to be sent and certificates created | Melissa will create and send out additional certificates. |
| Shout Outs | * Next delivery date * Theme | Plan to send out an announcement in December/January with Winter or Holiday Cheer theme.  Loralyn and Desiree will work on copy and design and Melissa will send it out as a campus announcement. |
| College Champion Awards | * Certificates & emails for nominees | Melissa/Maribel will work together to create and send out. |
| Other Employee Engagement | * Winter Event   + Date – Tentative January   + Flyer/Theme   + Giveaway | Date: Wednesday, January 10th  Time: 12:30-1:30pm  What: Winter/Blizzard theme with snowflakes that say “We Appreciate You!” and VOICES team members will walk across campus and deliver to as many employees as possible. |
| Website Update | Minutes  Shout Outs  Purpose and Function Statement | Updated as of 11.14.23 |
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| **Next Meeting** | **Tuesday, December 12, 2023 – 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 |