

Minutes for March 13, 2024

**11:00 a.m. to 12:00 p.m., Zoom Meeting**

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| **VOICES** |
| X | Loralyn Isomura – Appointed by CSEA 262 |  | VACANT – Appointed by Faculty Association |
| X | John Lewallen – Appointed by Classified Senate  |  | Gabriel Aragon – 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 |
|  | VACANT – Member-at-Large |  |  |
|  |  |  | Guest: Kevin Truong, POD |

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| **ITEM**  | **DISCUSSION** | **OUTCOME** |
| Minutes | Review February minutes | Motion by Melissa, second by John, minutes approved by acclamation. |
| Committee Membership | Review committee vacancies | Currently VOICES has two vacancies for the “member-at-large” position and the position appointed by the Faculty Association. The FA did reach out via email on 3/4/24 to update their information about when the VOICES committees take place so that they could begin looking for a new appointee for 2024-27.A suggestion was also made to have additional members to increase committee size in order to have more support for events and as committee members come and go.Melissa will research the process for how we can add members. |
| Shout Outs | * Theme
* Date – March
 | John, Desiree and Loralyn will work on creating verbiage and a graphic for the Shout Out email to be sent this week or next. Ideas: March GLADness MonthLUCKY YOU!  |
| Employee Engagement Events | Valentine’s Day Event RecapSpring Employee Appreciation Activity – May* Date
* Smartsheet
* Communication

Nightshift Classified Employees – May 20-24Celebration of Excellence – June | Feedback for Valentine’s table:* Request 2 tables for more space.
* Move the table inside the room since there was confusion about it being a check-in table.
* Have a laptop available so VOICES volunteers can help look up employee names and office locations to make it more efficient to distribute them after the event.
* Create a large sign on an easel that says “VOICES Candy Grams!”
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| Recognition | ODE TO YOU: **Facilities Planning and Management Department, Maintenance and Operations, and the Design and Construction teams*** Award Delivered
* Photo
* New Trophy
* Campus Announcement
* Next delivery at the end of March/early April
 | Loralyn – * Award Delivered 2/28
* Photos were taken by Marketing.
* Plaque was made by facilities and new trophy was delivered to FP&M.
* Will submit newsroom request 3/13/24.
* Will follow up with FP&M for next recipient before the end of the month.
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| “End of Year” VOICES Email | Create new webpage on VOICES site congratulating all employees recognized throughout the year: * Shout Outs
* Way to Go Joe
* College Champion Award Recipients and Nominees
 | Melissa will work with John to get this done. |
| Website Update | MinutesShout Outs | Committee website up-to-date. |
| **Next Meeting** | **Wednesday, April 10, 2024 – 11:00am-12:00pm – 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  |