

|  |
| --- |
| **VOICES** |
|  | Loralyn Isomura – Appointed by CSEA 262 | x | Ralph Jagodka – Appointed by Faculty Association |
| x | Eva Figueroa – Appointed by Classified Senate (Co-chair) | x | Ruben Flores – Appointed by CSEA 651 |
| x | Lianne Greenlee – POD Director |  | Melissa Cone – Appointed by Confidentials |
| x | Maria Estrada – Appointed by Academic Senate | x | Nicole Blean – Appointed by Management Steering |
| x | Julie Laverty – Member At-Large, Appointed by the President | x | Guest: Marlene Espina |

|  |  |  |
| --- | --- | --- |
| **ITEM**  | **DISCUSSION** | **OUTCOME** |
| Minutes | September  | Approved |
| Membership/Roles | Eva welcomed new member, Maria Estrada, appointed by Academic Senate. All members introduced themselves.Eva asked all members to volunteer for VOICES subcommittees:* A Microsoft Teams account is pending for minutes and agendas which will allow group participation of agendas and minutes.
* Shout Outs (ongoing): Send out quarterly campus announcements; coordinate updates with Elda Blout (megaphones)
	+ Shout Outs announcements (estimates):
		- Oct. 15
		- Jan. 15
		- April 15
		- July 15
* Way to Go, Joe (quarterly): notify winning department and coordinate photo op with representative from previous department (Mike Taylor retiring); coordinate selection of and handoff to next department; certificate to winning department and framed photo at handoff
	+ Way to Go, Joe timeline:
		- Sept. 1
		- Dec. 1
		- March 1
		- June 1
* College Champion Awards (yearly): EVA, NEED ONE OTHER – Order trophies, Print nominations and organize for meeting with president; PowerPoint of Winners for CPD Day and Flex Day; Headcount to president’s office for breakfast; Contact Art Morales for name plates; Awards presented at Sept. board meeting
	+ We should send out our call for nominations ASAP after Classified Excellence Awards (Classys) nominations close and make the due date the 1st week of July.
* Halloween (yearly): LIANNE – coordinate with IT; NEED ONE OTHER – coordinate luncheon for winners
* Valentine’s Day (yearly): Contact Classified Senate for table at event; gather supplies for Valentine’s themed Shout Outs; coordinate table representatives
	+ Eva suggested that we open up the Valentine’s themed Shout Outs campus wide, like we do for the Halloween contest. Lianne suggested having it online for the campus and in person at the Classified Senate event.
* Celebration of Excellence (yearly): Reserve event space; Track award winners throughout the year; Coordinate guest list and RSVPs; Order food; Order pin cards; Plan and purchase decor; Order invitations; Send invitations by campus mail
 | Eva will email Chris Shroder.Lianne volunteered to be the Shout Outs point person.Ralph and Ruben volunteered to coordinate the Way to Go, Joe.Eva will ask Melissa if she can help with College Champion Awards since she created the PPT this year and is researching the new trophies. Eva will ask John Lewallen when the Classys nominations normally close. Nicole volunteered to coordinate the Halloween contest and luncheon with Lianne.Maria and Nicole volunteered to coordinate Valentine’s Day participation.Julie volunteered to plan the Celebration of Excellence. Eva will ask Loralyn and Melissa if they can be on this subcommittee.  |
| Way to Go, Joe | Handoff from IT to next department. IT needs to make final selection of next department to be awarded the Way to Go, Joe. | Eva will work with Ralph and Ruben to guide them through the process and share form emails. |
| Shout Outs | Megaphones with certificates.  | Lianne will follow up with Elda to get megaphones to anyone who has received a Shout Out since the start of fall. |
| Halloween | Luncheon for winners* Schedule in advance in order to have it closer to post-Halloween: Tuesday, Nov. 6, 12pm?
* Sodexo or outside vendor?
* Location?
* We have $400 in the budget for the luncheon.
 | POD will staff the Halloween contest tables in Founders patio. The committee decided to schedule the luncheon after winners were selected so that we could work around their schedules. If faculty win, they may have conflicting classes. We will get a quote from Sodexo and possibly get food from an outside vendor. We will invite Jeff George, Matt Bidart, and Eric Turner to thank them for their help with the contest from the IT side.  |
| ASL Interpreters Ceremony | Jennifer Stephenson asked if we have an award that they can use for a ceremony in November to honor their ASL interpreters and captioners. There would be up to 59 honorees, but she doesn’t expect all to be nominated. Students as well as faculty/staff would be nomination the interpreters/captioners.Ruben suggested calling it a High Five. Lianne suggested creating a SmartSheet for nominations; she found 48 mini buttons for $6.19 on Oriental Trading Company. | We will create a new High Five award for this event. Honorees will receive a High Five certificate as well as a small High Five pin. Lianne will create a SmartSheet for the nominations and email Jennifer Stephenson with the details. |
| Celebration of Excellence | Founders Hall Conference Center reserved for Friday, May 31, 2019. Discussion was held on if we should include employee awards received off campus this year. Last year, we only included on-campus awards | All VOICES members will send Julie any and all employee awardees that they learn about whether they are on-campus or off-campus. We will decide at a later date whether to invite off-campus awardees. |
| Good of the Order | We reviewed Ralph’s email to send out to managers to develop award repository. The committee discussed partnering with Mike Gregoryk for an event for night/evening employees. He already does an event for Thanksgiving. Perhaps we could host a dessert bar. | “Depository” needs to be changed to “repository. Julie will email to managers. |
| **Next Meeting** | **Tuesday, November 13, 2018 – 12:30-1:30 pm – POD, Innovation Room, 6-144** |