

Minutes for March 12, 19

**12:30 to 1:30 p.m., 6-144**

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

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| **ITEM**  | **DISCUSSION** | **OUTCOME** |
| Minutes | Reviewed February | Approved |
| Way to Go, Joe! – status update | Custodial has not responded to whether they have chosen a department or if they want to vote online. Lianne pointed out that they do not have easy web access.  | Eva will print 50 copies of the voting form to be distributed to the Custodial staff. |
| Cookies for Evening Employees – debrief and next steps | We purchased 12 containers of chocolate chip, 25 cookies per container, and made about 110 baggies with 2 cookies per bag. We distributed to some of the classified employees who work in the evening, however, we did not finish all evening classified and did not even start on faculty. There are about 600 more to distribute to staff and faculty.  | The committee decided to complete them in groups of 200 throughout the semester. We need 18 containers per 200 evening employees. Baggies have already been ordered. Lianne and Ralph will purchase the additional cookies. The prep date for the bags will be determined at a future meeting. |
| Celebration of Excellence Planning | * Campus announcement email to all employee and to all managers asking for awardees
	+ Lianne will draft manager email.
	+ Julie will draft campus email.
* Eva has already booked Founders Hall for Friday, May 31, 1-2pm.
* Tables: round tables, indoor and outdoor, 3 long tables for ice cream
	+ Eva will update event reservation.
* Photographer – Jeff George
	+ Nicole will book photographer.
* Dr. Scroggins and Board members
	+ Eva will contact Carol. Lianne will look for email from last year.
* Catering: Ice cream only vanilla, toppings and table cloths through Sodexo and sorbet through POD
	+ Lianne will have Maria place order.
* Invitations
	+ Lianne will find out what size they should be depending on envelopes.
	+ Eva will create the invitation.
* Pin cards WITHOUT DATE!
	+ Eva will create the pin cards.
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| **Next Meeting** | **Tuesday, April 9, 2019 – 12:30-1:30 pm – POD, Innovation Room, 6-144** |

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| TOPICS FOR FUTURE MEETINGS |
|  | Website |
|  | Repository |
|  | Quarterly Shout Outs blast |
|  | Revisit 2018-19 Committee Goals |