

Minutes for February 9, 2020

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

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| **VOICES** | | | |
| X | Loralyn Isomura – Appointed by CSEA 262 |  | Ralph Jagodka – Appointed by Faculty Association |
| X | Reyna Casas – Appointed by Classified Senate |  | Ruben Flores – Appointed by CSEA 651(Co-chair) |
| X | Lianne Greenlee – POD Director | X | 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 January minutes | Motion by Julie, seconded by Desiree, minutes approved by acclamation. |
| Shout Out | Valentines   * Email announcement * Gram * Smartsheet submission form | Instead of giving employees the opportunity to send virtual cards to their colleagues, Desiree suggested sending a valentine’s gram from VOICES to all employees to spread some cheer to everyone.  She will create a themed gram to be sent via campus announce to all staff by 2/11. |
| 2020-21 Goals Check-in | Committee website up-to-date   * Minutes * Photos * Award recipients | Julie will work on making final updates. |
| 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.  **UPDATE:** Lianne confirmed that tootsie roll goodie bags that we previously ordered last year for distribution are not expired and will have to be discarded. |
| Gifts/Promotional Items | Budget update for promotional items  Vendor updates | Lianne spoke with Duetta in Risk Management and confirmed that they have 900 branded Mt. SAC masks available to be distributed to all employees. If additional are needed Risk Mgmt will work with VOICES to order additional.  Julie and Desiree will work on drafting a letter/email communication thanking employees for their hard work  Lianne will create smartsheet for employees who are interested in receiving a mask to enter personal information.  Once finalized VOICES Committee members will work on mail merge to create labels and stuff envelopes.  Cost for postage and mailing envelopes can come out of VOICES budget if needed.  Goal is to send this out in early March as employee appreciation day is Friday, March 5. |
| 2019-20 Meeting Dates & Times | Confirmed 2nd Tuesday of each month, 12:30-1:30pm  Outlook invites sent to committee |  |
| **Next Meeting** | **TENTATIVELY: Tuesday, March 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 |