



VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Agenda/Group Memory for January 25, 2012

1:00 to 2:00 p.m., Founders Hall Dining Room

ATTENDANCE					
X	Maria Cetina – Human Resources	X	Jim Jenkins – Humanities/Social Sciences	X	Rondell Schroeder – Fiscal Services
X	Jill Dolan – Marketing & Public Affairs		Marchelle Nairne-Proulx – ESL/Community Ed.	X	Mark Fernandez (Guest)
	Wanda Fulbright Dennis – Counseling	X	Darma Paden – Career Placement	X	Jeffrey George (Guest)
X	Lance Heard – Public Services				CSEA 651 (vacant)

ITEM	DISCUSSION	OUTCOME
Review of Minutes	<ul style="list-style-type: none"> Reviewed minutes from November 30th meeting. 	<i>Approved</i>
VOICES web page	<p>There was a great discussion with Jeffery and Mark about what can be created on our website.</p> <p>It was suggested by Mark that we provide basic information and create a flowchart, used to build our site. Although a lot of our ideas (newsletter, showcasing talented staff, campus celebrations) are similar to Mt. SAC Campus Connection, our website would focus on sub actives on campus. (Star fish award, Department achievements, etc.) It also was suggested to reorganize what we already have on the employee website.</p> <p>Our committee was concern with updating once the website is created. It was suggested that in the future one or two people from our committee received training to make updates but for now Jeffery and Mark can make changes for us.</p>	<p><i>Next meeting use flip chart to create a flow of the following information...</i></p> <ul style="list-style-type: none"> <i>Our contact information</i> <i>Who we are</i> <i>What we do as a committee</i> <i>Thanks a Billion</i> <i>Atta Bear</i> <i>President Award</i> <i>Monthly Calendar events and Awards</i> <p>Homework: Look at Mt. SAC employee website and other college websites for ideas. E-mail ideas before Feb. 29th meeting.</p>
President's Award	<p>Jill and Rondell met with Dr. Scroggins after our meeting.</p> <p>Last opening meeting Dr. Scroggins did three (3) awards for faculty outcomes. He wants to expand on this idea.</p> <p>Ideas for categories were about excellence and distinction in LEADERSHIP, SERVICE, CAMPUS & COMMUNITY</p> <p>We can create our own process to receive names.</p>	<p>WE NEED 3 FINALISTS FOR EACH CATEGORY BY JULY!!!</p> <p><i>Think about names for categories and what the award will be called</i></p> <p><i>How we will get the names</i></p>

ITEM	DISCUSSION	OUTCOME
Assign Jobs	<ol style="list-style-type: none"> 1. Interviews with campus staff or create a newsletter or radio reports on KSAK; creating stories or showcasing talent 2. Creating a time capsule 3. Making welcome kits 4. Format of the current Campus Directory 5. Update directory on Lotus Notes with using the contact feature by right clicking on the email address 6. Replenish Thanks-a-Billion pads to departments, report how they are working 7. Advise President's Cabinet on matters of communication and recognition 	<ol style="list-style-type: none"> 1. All – We are the eye and ears for Marketing and President 2. Moved to issue bin 3. Marchelle – Next meeting bring update on what will be in the welcome packets 4. Jill, Darma, Maria – Greg will be invited for future meeting 5. Jill – will call Daryl to find out if possible 6. Jim – will create a list of contacts 7. Rondell and Jill – quarterly Cabinet meeting updates
Building 4 for Bulletin Board location	Look for best spot	e-mail me ideas everyone
Old Business	Frames for Atta Bear Cost of Thanks-a-Billion	Maria will take inventory of frames Jill will call Peggy about costs from last print job
Next Meeting	Founders Hall, February 29 th @1-2pm	

ISSUE BIN (For further discussion at a later time)

	"What's What & Who's Who at Mt. SAC" publication recommendations (Rondell Schroeder)
	What do you value the most? Survey
	Creating a time capsule