



VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Agenda/Group Memory for February 29, 2012

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

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

ITEM	DISCUSSION	OUTCOME
Review of Minutes	Reviewed minutes from January 25 th meeting.	<i>Minutes Approved</i>
VOICES web page	Go over homework – Discussed the president award information that Wanda found. Review the ideas for the website using the document Rondell e-mailed the team.	<i>Homework: After looking at all the data from Wanda the team will forward information to Rondell on the preferences by March 7. Rondell will follow up with Mark Fernandez about website.</i>
President’s Award	Come up with categories and process	<i>Bring to next meeting</i>
Jobs	Go over job assignments again... 1. Format of the current Campus Directory (Jill Darma, and Maria) 2. Update directory on Lotus Notes with using the contact feature by right clicking on the email address (Jill) After checking with IT, Jill stated that some information can be view on Lotus Notes.	<i>Rondell gave Jill information for ideas for next Directory, Jill will forward to Greg. Jill updated about Lotus Notes feature –. Jill will need to confirm with Dr. Scroggins about what information he would like to see.</i>
Building 4 for Bulletin Board location	Where are we putting it? Denise, Jill, Maria, and Rondell met and pick out the location.	<i>Currently the bulletin board is up in building 4, facing the stairs on the lower level.</i>
Old Business	Frames for Atta Bear, How many Frames? (Maria) We spoke about possible changes to fames. A suggestion was; using an 8 x10 with a collage of pictures instead of the four pictures.	<i>We have no frames; Maria will check costs of new frames.</i>

ITEM	DISCUSSION	OUTCOME
	Cost of Thanks-a-Billion, What are the costs? (Jill)	<i>The Thanks-a-billion Pads – They're free to print</i>
Next Meeting	Taking picture @ Marketing 4-2425, 3pm Founders Hall, March 28 @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