



VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Agenda/Group Memory for October 26, 2011

1:00 to 2:00 a.m., Founders Hall Conference 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.		
	Wanda Fulbright Dennis – Counseling	X	Darma Paden – Career Placement		
	Lance Heard – Public Services				CSEA 651 (vacant)

ITEM	DISCUSSION	OUTCOME
Review of Minutes	<ul style="list-style-type: none"> Reviewed minutes provided by Jill from August 16 meeting. Lance and Marchelle handed out flyers at opening meeting advertising VOICES programs. Thanks-A-Billion went out to Management, Faculty and New employee orientation. 'Thanks for making my day cards' has not gone out. Holders need to be purchased Our bulletin board is at the warehouse 	<ul style="list-style-type: none"> Opening meeting went well Jim will ask Management about the use of Thanks-A-Billion. Also he will bring back possible stories of recognition using the T-A-B pad. Jill will send out an e-mail reminding staff about VOICES programs. Jill will purchase holders and display 'Thanks for making my day' cards in various areas on campus. Rondell will call Denise about the placement of bulletin board in building 4.
Annual Review Questions from PAC	<p>The following is a copy of the e-mail Diana sent...</p> <p>Even though this is an operational committee, there was quite a bit of discussion in PAC. I've noted below your function statements and some of the comments in my notes.</p> <ul style="list-style-type: none"> To establish and encourage employee recognition programs. (To review and to propose? Not ones currently operating? What about coordination of successful recognition programs) To promote a positive spirit on campus. To develop processes to improve internal communication on campus. (How so?) To create a campus mechanism to highlight employee achievement. To advise President's Cabinet on matters of communication and recognition. <p>We also talked about the fact that you are a NEW committee and it's not fair to hit you with everything at once. Below is what is listed in the PAC minutes:</p>	<ul style="list-style-type: none"> Odette submit the 2011 Annual Review of College Committees and Purpose statement documents to Diana Casteel as requested by May27. Odette and Rondell both e-mail and answered the questions. Dr. Scroggins will be attending November meeting. Committee will go over our new function language.

ITEM	DISCUSSION	OUTCOME
	<p>· VOICES – This is a proposed new operational committee which will report to the College President, although in the future it is anticipated that it will report to the Professional Development Council. There was lengthy discussion on the committee’s description. The committee’s first function says it will establish and encourage employee recognition programs. There was some thought that rather than doing that, it should review and propose recognition programs and coordinate current success recognition programs. President Scroggins said he would meet with the group and report back at a future PAC meeting. It was also suggested that once the committee gets up and running, the Chair be invited to PAC to give a progress report.</p> <ul style="list-style-type: none"> • We discussed the above questions from PAC. Language was added to our Function statements for clarity reasons. (see below in red) <ul style="list-style-type: none"> ○ To establish, coordinate, and encourage employee recognition programs. ○ To promote a positive spirit on campus. ○ To develop and assist groups with internal communication related to recognition and the accomplishments of employees on campus. ○ To create a campus mechanism to highlight employee achievements. ○ To advise President’s Cabinet on matters of recognition communication and programs. recognition. 	
<p>VOICES Action Plan 2010-11 to 2011-12</p>	<ul style="list-style-type: none"> • VOICES is about... <ul style="list-style-type: none"> ○ Recognition ○ Review bottle necks in communication and offer improvement suggestions to appropriate groups. <ul style="list-style-type: none"> ▪ We discussed how we are a small aspect of campus communication. There was some thought about how hard it is to navigate campus employee directory. ○ Always looking for new ways to promote the value of our employees 	<ul style="list-style-type: none"> • Jill will talk to CB about campus directory.
<p>Committee Goal/s 2010-2011</p>	<ul style="list-style-type: none"> • VOICES web page <ul style="list-style-type: none"> ○ It was suggested to have someone from IT helps us <ul style="list-style-type: none"> ▪ It was the group’s impression that Jeff George was working with Odette in the creation of VOICES web page. ○ There is some thought about having a student/class project or an outside vendor create a web page 	<ul style="list-style-type: none"> • Jill will ask it Jeff knows about VOICES wanting a web page. • Jill will also invite Jeff to November meeting.

ISSUE BIN (For further discussion at a later time)

	Communication format of the current Campus Directory. (Darma Paden)
	Confidential employees (14) general communication avenue concerns. (Denise Lindholm)
	“What’s What & Who’s Who at Mt. SAC” publication recommendations (Rondell Schroeder)
	VOICES web page (Group)
	Frames for Atta Bear (Maria Cetina)