



# VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Minutes of Meeting: June 12, 2013

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

ATTENDANCE					
X	Maria Cetina – Human Resources	X	Christina Estrada – Admissions & Records	X	Rondell Schroeder – IT Department
	Jill Dolan – Marketing & Public Affairs		Darma Paden – Career Placement		
X	Jeanne Marie Velickovic – Humanities Division	X	Ralph Jagodka – Business		
X	Lance Heard – Public Services	X	Carol Webster – Learning Tech		CSEA 651 (vacant)
		X	Dianne Rowley – Learning Assistance		Melissa Berkley - Broadcasting - CSEA 262

ITEM	DISCUSSION	OUTCOME
Introductions	Rondell introduced Dianne Rowley, who will replace Lance Heard as one of the faculty members on the committee. Members introduced themselves and welcomed Dianne to VOICES.	
Review of Minutes	The Committee approved the minutes of the May 8 meeting after noting one minor correction.	
Website Changes	<p>Rondell told members that she met with Jeff George, web designer at IT, to discuss changes to the Mt. SAC website that will affect the VOICES website as well. The College is moving to RSS (Really Simple Syndication) format that is used for regularly changing web content. Since website information will be presented in a different format, the committee needs to review the current VOICES website to decide which main elements to focus on. IT will reformat the website, but the committee needs to provide relevant categories for the creation of web links. Committee members discussed the presentation of information on the website, in particular the various awards and recognitions. Carol agreed to meet with Jeff to reformat the site.</p> <p>Members also discussed the need to keep the website updated on a regular basis. Chris has agreed to do this and has gone for OMNI Update training, but has not yet received clearance to access and update the website. As soon as she receives permission she will update the website, and will also post photos of members of the committee. Carol offered to help Chris with updates, if needed.</p>	<p>Carol Webster will coordinate with Jeff George in reformatting VOICES website</p> <p>Christina Estrada will update the website as needed</p>
VOICES Guide & Annual Review	<p>Rondell circulated an “Annual Review of College Committees” report that she compiled to submit the President’s Advisory Council for review. The committee agreed with the report.</p> <p>The committee discussed the draft VOICES guide that is intended to specify the purpose, function, membership of the committee, as well as the positions and roles of members. Chris initially provided a draft document that formed the basis of discussion and revisions at the previous VOICES meeting. Rondell added a brief historical overview and summarized the main points people agreed upon at the last meeting. Members discussed the various roles, namely Chair, Secretary, Website Coordinator, Funding Coordinator, Campus Recognition Coordinator and Public Relations Coordinator. Members agreed to write brief descriptions of the roles and submit it to everyone for review via email prior to the next meeting in July.</p>	<p>Rondell Schroeder will submit Annual Review to PAC</p> <p>Dianne Rowley will send a reminder email to write descriptions for roles: Christina - Website Coordinator, Jeanne Marie – Funding Coordinator, Jill – Public Relations Coordinator, Rondell - Chair &amp; Secretary, Ralph - Campus Recognition Coordinator, and Maria - Awards Coordinator</p>

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Old Business	<p>Video revisited: Committee members expressed their appreciation for the excellent, high quality video about Mt. SAC that was produced by Melissa and shown at two recent end-of-the semester faculty and classified staff meetings.</p> <p>Members briefly discussed the next video to plan – “What we DO”. At the previous meeting, several interesting jobs at Mt. SAC were identified. Nomination gathering – tabled.</p>	The “What we DO” video and nomination gathering topics will be further discussed at future meetings
Other Discussion	<p>Jeanne Marie offered to act as secretary of the committee and take minutes of meetings until a secretary is assigned/elected. Rondell asked her to provide minutes for this meeting.</p> <p>Members thanked Lance for his contributions to VOICES. This was his last meeting, since he has been elected as VP of the Faculty Association.</p>	Jeanne Marie Velickovic will take minutes of meetings
Next Meetings	<p>In order to accommodate members’ summer schedules, the July and August meetings will be at 12:30 p.m. instead of 1:00 p.m. Maria will schedule the room. Next meetings: July 12, August 14 @ 12:30-1:30 pm – Founders Hall</p>	Maria Cetina will reserve meeting room for summer meetings

**ISSUE BIN (For further discussion at a later time)**

	Champion Awards (Rondell Schroeder)
	“What’s What & Who’s Who at Mt. SAC” publication recommendations (Rondell Schroeder)
	What do you value the most? Survey
	Creating a time capsule
	Act of compassion Story – Paul Chiou
	One word video – What word comes to mind when you think about Mt. SAC?