



VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Agenda/Group Memory for August 15, 2012

1:00 to 2:00 a.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		Ralph Jagodka – Business		CSEA 651 (vacant)
				X	Melissa Berkley - CSEA 262

ITEM	DISCUSSION	OUTCOME
Review of Minutes		<i>Approved</i>
President's Award	<p>Update – Getting ready Awards are on Friday, August, 24th.</p> <p>Faculty Opening Meeting will be held from 8:15–9:30 a.m. in the Clarke Theater. A continental breakfast will be served from 7:30-8:00 a.m.</p> <p>Classified Staff Opening Meeting will be held from 10:00–11:00 a.m., also in the Clarke Theater. A continental breakfast will be served from 9:30-10:00 a.m.</p>	<p><i>Lance and Wanda to help at Faculty Meeting Maria to help at classified. The committee will be at breakfast, scheduled at 7:15am.</i></p>
Meet new person	Melissa Berkley – Introductions were given.	
Start our Goals for the year	We discussed about creating a video highlight of campus accomplishments.	<i>Melissa will provide an outline or list of how to create a video</i>
Old business	<p>Marketing - new changes to VOICES website</p> <p>Created a list of new names for the Brag line.</p> <ul style="list-style-type: none"> • Compliment corner • Kudos Corner • Acclaim to Fame • Applause and Tribute Place (AT place) <p>Provide a handout of the new changes on VOICES website at the opening meeting</p>	<p><i>Rondell will ask Mark Fernandez to update our website with Kudos Corner</i></p> <p><i>Jill will update last year's flyer and give to printing services.</i></p> <p><i>Jill will setup Thank you card holders</i></p>

ITEM	DISCUSSION	OUTCOME
	Thank you post cards possible areas <ul style="list-style-type: none"> • Admissions • Counseling • Human Resources • Financial Aid • Instruction • Library • Bookstore 	
New Business	Rondell provided information about a vendor Appreciation Events. This vendor has a program to offer discounts to employees. There is no contract or cost to Mt. SAC. Group had many questions and wants vendor to come to next meeting.	<i>Rondell will e-mail vendor</i>
<u>Next Meeting</u>	September 19 @ 1-2pm – Founders Hall	

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
	Video Highlight – played at opening meeting – A student’s view of Mt. Sac’s yearly accomplishments.