



# VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Minutes of Meeting: February 12, 2014

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

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

ITEM	DISCUSSION	OUTCOME
Check-in/Review of Minutes		Minutes approved.
Calendar	<p>The idea of VOICES posters was revisited.</p> <p>Updates – Eva and Dianne presented VOICES information at the Library and Learning Resources Division Retreat on January 31.</p> <p>Upcoming Events:</p> <ul style="list-style-type: none"> <li>February 13: Classified Senate Valentine’s Day event Promotional Booth</li> <li>February 19: CSEA anniversary event Promotional Booth</li> <li>February 21: Business Department Meeting on Flex Day (Ralph)</li> <li>February 21: Flex Day &amp; Classified Professional Development Day Promotional Booths               <ul style="list-style-type: none"> <li>Classified – Contact Classified Professional Development Council</li> <li>Faculty/Manager – Contact Dan Smith</li> </ul> </li> <li>March 6: Humanities Department Meeting (Jeanne Marie)</li> <li>May: Closing Ceremonies: Behind the Scenes video, Announcement, VOICES candy cards with programs, &amp; Promotional Booth               <ul style="list-style-type: none"> <li>Classified – Contact Deejay Santiago</li> <li>Faculty/Manager – Contact Dan Smith</li> </ul> </li> <li>May 27: Blood Drive competition with faculty and staff Promotional Booth</li> </ul>	<p>Jill will check with Greg McDonald to see if he can make 11x17 size posters for department break rooms by spring semester.</p> <p>Rondell and Jeanne Marie will take turns at the VOICES booth on Feb. 13. Eva will assist as available throughout the event. Jill will set up the booth. Rondell will distribute the Thanks for Making My Day cards completed at this event to the managers to give to the employees.</p> <p>We will not promote on Feb. 19 as this event does not lend itself to VOICES promotion.</p> <p>Ralph emailed Dan Smith regarding Flex Day. Rosa Asencio is the contact person for Classified Professional Development Day. Since this day overlaps with Flex Day, it is the best day to reach the most people.</p> <p>Melissa reported that she is on track with the Behind the Scenes video to be ready for the May ceremonies. Ralph suggested making an About VOICES video.</p>
College Champion Awards	Jill sent out an email to the campus soliciting nominations.	Rondell will look into getting VOICES notepads made for managers to nominate employees for College Champion Awards. Maria left a message for Craig, the student who makes the mold, but hasn’t heard back yet. She will check with him about redesigning the base to be flat to better accommodate the flat name plaque.
Old Business	VOICES funds	Ralph will check his mail for our check from Appreciation

ITEM	DISCUSSION	OUTCOME
		Events, which was to be mailed in early January. We will not be working with them again. Jill will check with Dr. Scroggins regarding needing institutionalized funding for VOICES committee. She will also talk to Bill Lambert regarding fundraising options and suggestions.
	Next meeting: Mar. 12 @ 1:00-2:00 pm – Founders Hall	

<b>ISSUE BIN (For further discussion at a later time)</b>	
	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?