



VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Minutes of Meeting: July 10, 2013

12:30 to 1:30 p.m., Founders Hall Dining Room

ATTENDANCE

	Maria Cetina – Human Resources		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	Carol Webster – Learning Tech		CSEA 651 (vacant)
		X	Dianne Rowley – Learning Assistance	X	Melissa Berkley - Broadcasting - CSEA 262

ITEM	DISCUSSION	OUTCOME
Review of Minutes	Members reviewed and approved the minutes of the June 12 meeting after making a minor correction.	
New Business	<p>Update of meeting with President Scroggins - Rondell</p> <p>Rondell provided feedback of a meeting she had with President Scroggins and Jill Dolan. She told the President that she was stepping down as chair, and Jill expressed interest in the position. Rondell also told the President that the committee was developing guidelines and role descriptions for VOICES, and the President was very supportive of everything the committee was doing. The President also agreed with the suggestion that Carol Nelson from his office could be part of the committee and act as secretary for VOICES. President Scroggins said that his office would pay for the budget/expenses related to VOICES for the coming year. The President requested that VOICES have an archive with list of retirees on its website, and reminded Rondell that VOICES should have a newsletter.</p> <p>The committee discussed the idea of a creating list of retirees, and brainstormed on how to obtain such a list dating back several or potentially many years. Rondell suggested that we should start with a list of recent retirees, and then work back. The committee concluded that HR should have such a list, and Rondell said that she would ask Maria to start a list of retirees.</p> <p>The committee also briefly discussed a VOICES newsletter and decided to talk more about it at a future meeting when more members are present, including Jill. One thought was to use a newsletter for outreach, and another was to use a newsletter as a way to record all recognitions and awards at Mt. SAC on an annual or bi-annual basis.</p>	<p>Rondell will ask Maria if she could start with a list of retirees</p> <p>The committee will discuss a VOICES newsletter at a future meeting</p>
Website Changes	Website Update – Carol	

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	<p>Carol reported on her meeting 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. Jeff suggested using RSS for the Kudus Corner and offered to make the changes needed. The committee members discussed the potential use of RSS for different recognitions. They decided to start with Attabear and to go from there.</p> <p>The committee also talked about different kinds of recognitions that should be included in the VOICES website, and how to compile the information. They thought that even recognitions or awards from outside Mt. SAC should be included, if they were very important or significant (e.g., the recent statewide awards that the Marketing Team received). One suggestion was to obtain information from Linda Potter regarding the annual “Toot your own Horn” email she sends to employees to share their achievements.</p> <p>Website Update – Chris</p> <p>Rondell shared that she had asked Chris to update a mega list of things on the VOICES website, including agendas, minutes and other information. Chris has worked on the list and the site has been updated. However, Chris may need some assistance from Carol to complete her task. Another issue that Rondell brought up was the posting photos of committee members on the website. Members agreed that individual pictures of committee members would work best, since the committee membership may change.</p>	<p>Carol will let Jeff know to use RSS for Attabear. The committee will decide later whether to use RSS for the rest of the VOICES website</p> <p>Dianne will contact Linda to get information about past achievements of Mt. SAC employees</p> <p>The committee will continue its discussion of recognitions to include in the VOICES website</p> <p>Carol will help Chris with updating VOICES website, and will email the group to inform them about requirements for pictures</p>
VOICES Guide & Annual Review	Members reviewed the descriptions of committee roles and change one title from “Awards Controller” to “Awards Facilitator.” The next step will be to decide who will take on which roles.	Rondell will add the roles to the guidelines and bring it back to the committee

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Old Business	Members reviewed nominations for the College Champ Award and briefly talked about planning for the ceremony.	Rondell will submit the nominations to the President and will contact Maria so she is aware of what should be done. The committee will discuss the ceremony further at the next meeting
Next Meetings	Next meeting: August 14 @ 1-2:00 pm – Founders Hall	

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?