



VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Minutes of Meeting: August 14, 2013

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

ATTENDANCE					
x	Maria Cetina – Human Resources		Christina Estrada – Admissions & Records	x	Rondell Schroeder – IT Department
x	Jill Dolan – Marketing & Public Affairs	x	Darma Paden – Career Placement		
x	Jeanne Marie Velickovic – Humanities Division	x	Ralph Jagodka – Business		

			Carol Webster – Learning Tech		CSEA 651 (vacant)
		x (minutes)	Dianne Rowley – Learning Assistance		Melissa Berkley - Broadcasting - CSEA 262

ITEM	DISCUSSION	OUTCOME
Review of Minutes	Members reviewed and approved the minutes from the July 10 th meeting	
VOICES Roles and Guidelines	<p>Reviewed Roles:</p> <ul style="list-style-type: none"> • Mission statement for campus – completed • What Voices Committee does – completed • Award Facilitator Role will keep on track with awards. Rondell has completed a check list for this position. • Term Limits: Maria Cetina and Darma Paden were appointed for lifetime terms, but now that terms are limited, they are considering ending their terms. Discussion followed about how to fill vacant positions and it was agreed that when committee members end their terms, they will find their own replacements (classified senate members). Jill Dolan's position is a permanent/standing position because of her connection with marketing and the President's office. Other terms are two year positions with an option to continue for a third year. Appointments need to be staggered so that committee members do not all exit at the same time. There are currently eight positions on VOICES. If Darma steps down, her position would not need to be filled. 	<ul style="list-style-type: none"> • It was agreed that using more detailed language on the checklist would be helpful for new committee members in the future. • Ralph Jagodka will stay for a third year. • Darma Paden is considering staying for another year. • Maria Cetina is considering stepping down. • Christina Estrada will be leaving because she has

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	<ul style="list-style-type: none"> The following positions have been filled: Jill Dolan, chair; Ralph Jagodka, treasurer; Maria Cetina, Award Facilitator; Carol Webster, Website; Melissa Berkley, Campus Recognition Coordinator; Jill Dolan, Communication Officer. Rondell has been researching other community college websites to see if they have committees for campus wide college recognition, and has been unable to find any centralized entities. 	<p>another job that conflicts with VOICES' meetings.</p> <ul style="list-style-type: none"> Rondell will ask DeeJay Santiago (President of Classified Senate) if he would like to sit on the VOICES committee. Melissa Berkley's title of "Campus Recognition Coordinator" will be changed to "Media Specialist."
Old Business	<ul style="list-style-type: none"> Rondell emailed Denise Lindholm and Carol Nelson to make arrangements for breakfast (7:15am on 8/23) for College Champions award winners. She also contacted fiscal services to take care of transferring money into winners' accounts and notifying board members. Also, Rondell will find out if the VOICES Committee members need to RSVP for the breakfast. VOICES needs about \$3,000.00 per year for the College Champions award. A short discussion of "Discount Days" followed. Originally this was going to be used as a VOICES fundraiser; however, the foundation may turn out to be a better avenue for fund-raising. The "Retiree Archive" needs to be compiled and posted on website. It should start with last year's retirees. The retiree list is maintained by the President's Office. Rondell summarized the history of the College Champions award: Dr. Scroggin's vision was to have a group of people gather awards and recognitions from across campus. It took a full year to coordinate and start VOICES. He also wanted to give awards, so he started with the Outcomes award (Outstanding Curriculum, Outstanding Basic Skills, and Personal Innovation) for faculty. Next he wanted an award for everyone, so he started the College Champions award with three categories 	

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	<p>(Eternal Flame, Burning Bright, and Torch Bearer).</p> <ul style="list-style-type: none"> • Discussion followed regarding the College Champions Award nomination form. Suggestions were made to make the form less redundant, and possibly use three questions with spaces for comments. • VOICES webpage is being updated for the employee website. It will no longer be a long scroll-down page. It will be designed to look more like the updated Mt. SAC website. It was discussed that the VOICES “box” would say “Recognition Programs: Sponsored by VOICES.” Users who click on this box will see a menu of all recognition programs on campus, and then a link to committees where they can find VOICES. With an RSS feed, all subscribers will be alerted to changes in content. 	
Next Meetings	Next meeting: September 11 th from 1-2:00 pm – Founders Hall (12:45pm pictures will be taken)	

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?