



VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Minutes of Meeting: April 9, 2014

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

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

| ITEM | DISCUSSION | OUTCOME |
|-------------------------|---|--|
| Review of Minutes | | March minutes approved. |
| College Champion Awards | <p>One nomination has been received so far in each category. Eva has asked Classified Senate for 3-4 minutes for VOICES to promote College Champion Awards nominations at the Classys (Classified Recognition Ceremony) and for a VOICES page in the Classys program. Has Maria gotten a hold of Craig in the Art department for the College Champion Award trophies?</p> <p>Currently, there are several calls for nominations from different campus groups. This can cause confusion among employees to distinguish between the types of awards. Rondell suggested talking to other groups (Classified Senate and Faculty) to coordinate awards. We will also invite Stacey Gutierrez, new POD manager, to our May meeting to discuss the coordination.</p> <p>Reach out to departments with Employee Highlight on main employee page</p> | Rondell will send Eva the website and directions for checking nominations. |
| Group Studio | Carol passed out a handout with directions for using Group Studio. | |
| Old Business | <p>Discussion was held on the status of VOICES cards, poster, and promotion.</p> <p>The Classys will be held on Wednesday, May 21, 9-11am. Faculty Appreciation day is on Friday, May 30, 11am-ish. VOICES will promote at both the Classified and the Faculty/Manager luncheons. We will have VOICES cards with candy available at the booths and a print out of a sample form with last year's winners.</p> <p>Calendar/timeline/flowchart planning is scheduled for May meeting.</p> | <p>Rondell will email Ralph to check how many cards with candy are left and check with Jill if there is extra candy. Eva will follow up with Jill regarding the posters and with Classified Senate regarding the Classys program. Jeanne-Marie will promote VOICES at a future manager meeting.</p> <p>Jill organizes the Classified luncheon. Dianne will contact Eric Kaljumagi regarding the Faculty/Manager luncheon.</p> <p>Eva will bring supplies. Rondell will bring calendar/timeline for discussion.</p> |

| ITEM | DISCUSSION | OUTCOME |
|------|---|---------|
| | Next meeting: May 14 @ 1:00-2:00 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? | |