



VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Minutes of Meeting: January 8, 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
	Jill Dolan – Marketing & Public Affairs	x	Ralph Jagodka – Business	x	Melissa Berkley - Broadcasting - CSEA 262
X	Jeanne Marie Velickovic – Humanities Division	x	Carol Webster – Learning Tech		CSEA 651 (vacant)
X	Eva Figueroa– Learning Assistance		Dianne Rowley – Learning Assistance		

ITEM	DISCUSSION	OUTCOME
Review of Minutes	Change “Agenda” to “Minutes” at heading	Approved
Calendar	<p>The following are the meetings/events at which we plan to promote VOICES:</p> <ul style="list-style-type: none"> January 21 or 22 TENTATIVE: Spring Classified Convocation Day January 31: Library & Learning Resources Retreat (Eva & Carol) February: Business Department Meeting (Ralph) February 13: Classified Senate Valentine’s Day event February 19 TENTATIVE: CSEA anniversary event February 21: Spring Flex Day Promotional Booth – Contact Dan Smith March 6: Humanities Department Meeting (Jeanne Marie) May: Closing Recognition Ceremonies <ul style="list-style-type: none"> Classified – Contact DeeJay Santiago Faculty/Manager – Contact Eric Kaljumagi or Dan Smith May 27: Blood Drive competition with faculty and staff 	<p>Darma will ask Rosa Asencio for date of Classified Convocation Day and other Career & Transfer Services events/meetings.</p> <p>Jeanne-Marie will also announce at an Instruction meeting, held every Wednesday.</p> <p>Eva will ask DeeJay Santiago for 2-4 minutes at the Classified Closing Ceremony for Behind the Scenes at Mt. SAC and to talk briefly about VOICES.</p>
January Events	<ul style="list-style-type: none"> January 21 or 22 TENTATIVE: Spring Classified Convocation Day January 31: Library & Learning Resources Retreat (Eva & Carol) 	Eva is waiting to hear back from Meghan Chen regarding promoting VOICES at the LLR retreat
Tag Line	Tag line was reviewed.	All agreed on tag line.
Flyer	<p>Discussion was held regarding the VOICES promotional flyer.</p> <p>Currently, emails sent to voices@mtsac.edu are received by Rondell.</p>	<p>The email will be updated with the @ symbol. Rondell will add a description of awards on back of flyer</p> <p>800 quarter-page size cards will be printed in color on cardstock. Poster size will also be ordered for departments and break rooms.</p> <p>Rondell will get the email updated so that all members receive emails sent</p>

ITEM	DISCUSSION	OUTCOME
		<p>to voices@mtsac.edu.</p> <p>Carol will work on adding a Shout It Out link on the VOCES website.</p> <p>Members will meet on Thursday, January 30 at 12pm in 6-262 to attach candies to cards.</p>
Old Business	<p>VOICES Guidelines</p> <p>Melissa reported that Behind the Scenes Cross Country shooting is done. The video will be ready for the May closing ceremonies.</p> <p>Ralph has not heard back from Ashley of Appreciation Events regarding the \$155 check from the Discount Days last month that is to be sent to Bill Lambert. Once Bill receives the check, he will write a check to VOICES for the indicated amount.</p>	Darma will send updates of the Committee Obligations to Carol who will update on Group Studio.
	Next meeting: Feb. 12 @ 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?