



VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Minutes of Meeting: March 12, 2014

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

ATTENDANCE					
	Maria Cetina – Human Resources	X	Darma Paden – Career Placement		Rondell Schroeder – IT Department
X	Jill Dolan – Marketing & Public Affairs		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	X	Dianne Rowley – Learning Assistance		

ITEM	DISCUSSION	OUTCOME
Review of Minutes	Feb. minutes	Approved
Promotion	<p>Jill gave out VOICES cards at the spring opening meeting. Many people didn't know about VOICES.</p> <p>VOICES posters for break rooms should be bright and colorful, attention-grabbing, include our logo, and encourage use of our website. A poster for the College Champion Awards would help us to promote nominations, perhaps with a slogan, "Do you know someone who makes a difference?"</p> <p>The last event for promotion this fiscal year will be the May closing ceremonies (Classified and Faculty/Manager). The classified event is scheduled for Wed., May 21. We would like to have a VOICES page in the programs and 3-4 minutes to promote the College Champion nominations. We will also have a booth during Classified Week and Faculty Appreciation Week. We will not promote at the spring blood drive.</p> <p>Additional VOICES cards are needed.</p>	<p>Jill will contact Greg MacDonald to check if he can design posters.</p> <p>Eva will be in touch with DeeJay Santiago regarding the Classified ceremony. The faculty/manager contact is Dan Smith.</p> <p>Eva will order another 800 cards. We will meet on Mon., 3/17 to attach candy to cards.</p>
College Champion Awards	The due date for nominations was set for April 30 initially and will be extended to May 30 in order to encourage more nominations. The president chooses the winners. We will also need a PowerPoint presentation for the awards.	Jill will send a monthly campus email calling for nominations.
Old Business	<p>VOICES funding: Dr. Scroggins will add a line item to his budget to fund VOICES.</p> <p>A more detailed calendar/timeline is needed on the VOICES Guidelines.</p> <p>Melissa showed Behind the Scenes video. Committee members present agreed that the video did not fit with the closing ceremonies. Eva suggested the Fall Opening meeting would be a better time to show the video.</p>	<p>An itemized budget is needed from Rondell.</p> <p>Dr. Scroggins is the contact person for the Fall Opening meeting. Darma will check with the Aviation committee if they are interested in a Behind the Scenes video.</p>
	Next meeting: Apr. 9 @ 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?