



VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Minutes of Meeting: November 13, 2013

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
X	Jill Dolan – Marketing & Public Affairs	X	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	No changes to October minutes.	October minutes were approved.
Budget	Discussion was held on how to obtain a budget for VOICES. The goal is \$3,000 per year. Another Discount Day(s) this year could help raise funds for the College Champion Awards and Atta Bear frames. Links would be made available for employees to preview. VOICES will only participate if we can get 10% or more from sales. Other fundraising ideas include luncheons and employee giving. We would need to get clear guidelines from Bill Lambert, Foundation Director, on what kind of fundraising is permitted. Ideally, we could get institutionalized funding that would not be affected by who is president.	Ralph will contact Ashley Briningham of Appreciation Events for a Discount Day(s) in December. Ideal dates are Dec. 3-4, but 9 and 16 are also available. Ralph and Jill will find out how to get the sales commission transferred to VOICES. Ralph will ask Bill Lambert if we go through him or straight through Rosa Royce in Fiscal Services and get clarification on fundraising guidelines.
Guidelines	<p>Members stated their goals: one for their role in the committee and one for the committee as a whole.</p> <ul style="list-style-type: none"> Jill – Committee Goal: VOICES needs better publicizing to the campus community. Member Goal: Jill will send out a campus email to check out the VOICES website. Dianne – Committee Goal: Dianne agrees with Jill’s idea to raise campus awareness of VOICES. Maria – Member Goal: Maria will keep the Atta Bear on time by including “Needs Approval” in the subject line to Clarence Brown; follow up with a call or copy Sue Hothi; adjust the Atta Bear timeline (when given to new recipient, ask them to start thinking about who the next recipient will be and give them a template for writing about the recipient). Darma – Committee Goal: Have a VOICES booth once per semester, for example during Classified Week. Member Goal: Darma will review VOICES Guidelines Committee Obligations. Ralph – Member Goal: Ralph will work on outreach, creating ties across campus. Committee Goal: Have a centralized outreach, i.e., move toward having all campus recognitions under VOICES; develop a business card with a VOICES tag line; encourage more participation by staff and faculty; VOICES presentations at Flex Day, department meetings, etc. Rondell – Committee Goal: Use an actual horn for Toot Your Own Horn and expand to other employee groups beyond faculty. 	<p>The VOICES committee will help Maria with her goal.</p> <p>Darma suggested the following changes to Obligations: 1) allow members to remove themselves if they can no longer commit to committee obligations and 2) vacant positions will be filled within 30 days.</p>

ITEM	DISCUSSION	OUTCOME
	<ul style="list-style-type: none"> • Carol – Member Goal: will keep VOICES website up to date. Committee Goal: Group Studio. • Eva - Committee Goal: Raise campus awareness of the various VOICES recognitions and the difference between each type of recognition. Member Goal: The Monday before each meeting, send out a meeting reminder that includes the agenda for the meeting and a draft of the minutes from the previous meeting. • Jeanne-Marie – Member Goal: Help others with their roles. Committee Goal: become economically self-sufficient and update guidelines regularly. 	Rondell echoed updating the guidelines yearly.
Old Business	No old business.	
	Next meeting: Dec. 11 @ 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?