



# VOICES

Valuing Opportunities/Opportunities & Identifying and Communicating Employee Successes

Minutes of Meeting: October 9, 2013

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
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	Too Your Own Horn section of September minutes was clarified as Recognition Ceremony Brochures.	Eva will make the updates.
Announcements	<p>Eva was recognized as the new secretary for the VOICES committee.</p> <p>The College Champion Award winners will receive \$500 each in their October paychecks.</p> <p>Jeff George posted the VOICES members' pictures taken at the September meeting on the VOICES website. Jeff is interested in serving on the VOICES committee when a space becomes available.</p> <p>VOICES minutes will be added to Group Studio from now on. Dianne will add the old minutes (from meetings prior to September). Eva will add minutes beginning with the September meeting. Carol will then post the minutes from Group Studio to the VOICES website.</p>	<p>ADDENDUM: Based on an email discussion following this meeting, it was decided that minutes will not be added to Group Studio. Eva will send draft and approved minutes by email. Carol will add approved minutes to the website.</p>
Guidelines	The committee reviewed the VOICES guidelines packet distributed at the September meeting. The guidelines are for new committee members to become acquainted with VOICES committee functions. Each current member's start term was clarified. Discussion followed regarding clarifying the wording of the purpose of VOICES. This topic will be revisited at the end of the year for formal approval.	<p>The following updates will be made to the VOICES guidelines:</p> <ul style="list-style-type: none"> <li>• The Mt. SAC mission statement will be updated to match the recently revised statement.</li> <li>• Committee member terms will be two years with the option to serve another term after the initial two-year period.</li> <li>• Current member's start</li> </ul>

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		<p>terms will be corrected where necessary.</p> <ul style="list-style-type: none"> <li>Individuals must be permanent employees in order to be eligible as members. Students may not serve on the committee due to their transient nature.</li> </ul> <p>Darma will work on the Committee Obligations section.</p> <p>Committee members will brainstorm VOICES goals to propose at the November meeting: one goal for one's role in the committee and one goal for the committee as a whole.</p>
Retirees' list	Ralph created a chart of retiree information, and Carol posted it to the VOICES website. Discussion ensued regarding the possibility of having the information "sortable" by year and by alphabetical order.	Carol will make two web pages for viewing retiree history by year and by alphabetical order.
Old Business	<p>Toot Your Own Horn (TYOH) – This discussion from the September meeting was clarified.</p> <p>Video projects – Melissa sent an email on September 26<sup>th</sup>. The planned Relays production grew too large for available resources; however, there is a Cross Country Invitational in October that will hopefully work out. She is still working on the video projects of various campus departments: Wildlife Sanctuary, Farm/Horticulture, IT, Theater, Art Gallery, Radio/TV/Film, and Fire Tech. Melissa commented that the One word video in the Issue Bin would be difficult to carry out.</p>	Carol will add a web page for TYOH. She will add Ralph to Omni Update so he can take the information from Linda Potter and add the text-version to the web page.
Next Meeting	Next meeting: Nov. 13 @ 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?