



VOICES

Valuing Opinions/Opportunities & Identifying and Communicating Employee Successes

Minutes of Meeting: Sept. 11, 2013

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

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

ITEM	DISCUSSION	OUTCOME
Review of Minutes	Members reviewed minutes from the July 10 th meeting.	Ralph made a motion to approve the minutes with a minor correction. Maria seconded the motion, and the minutes were unanimously approved.
Announcements	Thank you to Maria and Darma who have agreed to serve on the VOICES Committee for one more year.	
Group Studio	Group Studio will be a place to keep documents where future VOICES members can access information and correspondence by logging on to the Banner Portal and clicking the link for “groups” (close to email icon). Click on the VOICES link to submit/download files. This area can be used to send announcements which can be set to display for a predetermined period of time. A suggestion was made to have folders organized by years.	Notetaker for VOICES minutes can upload file on Group Studio.
Recognition Ceremony Brochures	<p>The recognition ceremony brochures emailed from Linda Potter will be used to create a data base on history of retirees. Discussion followed on format for database including categories (faculty, management, classified), and what information should be published (last name, first name, position, year retired, title, department/division). New retiree names would be input in June of each year.</p> <p>A suggestion was made to keep the brochures on archive in Group Studio.</p> <p>The Toot Your Own Horn information from the brochures will be archived on the VOICES web page.</p>	<p>Carol will check to see what features will be available for retiree list.</p> <p>Ralph and Carol volunteered to help set up retiree’s information tables on website (work-study students from President Scroggin’s office were mentioned to help with data entry).</p>
Old Business	<p>Rondell passed out copies of updated version of “VOICES Guidelines.”</p> <p>Carol Nelson will not be able to act as secretary on VOICES committee.</p> <p>Champion Awards Suggestions:</p> <ul style="list-style-type: none"> • Biographies need to be presented • All awards should be presented in both meetings • VOICES should be added to the FLEX Day Program so written statements will be included in the FLEX Day brochure 	<p>Committee members will read and make changes to “VOICES Guidelines” to be discussed at next meeting.</p> <p>Rondell will try to find a VOICES secretary.</p>

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	<ul style="list-style-type: none"> • Winners should be publicized • Carol was concerned that RSS feed for all accomplishments may be too labor intensive. It was noted that original use for RSS feed was for "Atta Bear" only. Discussion followed on having one RSS feed for "Employee Recognition" sponsored by VOICES with two links: articles about employees recognized across campus and awards sponsored by Voices on website • Thank you Jeff for taking photos of VOICES Committee members during meeting 	Melissa will work on figuring out a way to publicize accomplishments and backgrounds of award winners at ceremony (the possibility of a voice over video with photos of winner in workplace was discussed)
Next Meetings	Next meeting: October 9, 2013 @ 1-2:00 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?