

MEMORANDUM: 2015-201 End of Year Report to Executive Staff Member

To: Beth Lunde, Associate Vice President of Human Resources
From: Jeffrey Dunbar, Internal Relations Committee Chair
Date: May 10, 2015
Subject: Governance Committee End of Year Report 2014-2015

Charge:

1. Assist and advise the AVP of Human Resources in completing development of policy and procedures for a formal Employee Recognition Program that is consistent with state and VCCS policy.
2. Assist and advise the AVP of Human Resources in completing development of a New Employee Sponsor Program that will provide new employees transitional assistance.
3. Assist and advise the AVP of Human Resources in completing development of an online employee orientation program that will provide new employees with an understanding of TCC's history, mission, organization, academic offerings and Workforce Solutions services, and location and composition of the campuses and stand-alone centers.

Goals/Planned Actions/Approved Motions:

1. Assist and advise the AVP of Human Resources in completing development of policy and procedures for a formal Employee Recognition Program that is consistent with state and VCCS policy.
 - a. Met with EVP Frank Dunn in September 2015 to clarify the charge.
 - b. Began the development of document that detailing a comprehensive list of college wide recognitions for full time faculty and staff as well as part time wage staff.
 - c. The incoming IRC will use this document as a foundation to move forward for the new committee year.
2. Assist and advise the AVP of Human Resources in completing development of an online employee orientation program that will provide new employees with an understanding of TCC's history, mission, organization, academic offerings and workforce development services, and location and composition of the campuses and stand-alone centers.

- a. Invited human resources staff (Beth Lunde) and OIS (James Boyd) to the September meeting to make sure the site meets the needs of all parties. It was determined at this meeting that a VCCS product was going to be utilized.
 - b. Completed all but final edits with human resources to edit and add content to the online shell.
 - c. HR began utilizing the web site on a trial basis in the Spring of 2016 and has been reporting feedback and results back to the committee for discussion.
3. Assist and advise the AVP of Human Resources in completing development of a New Employee Sponsor Program that will provide new employees transitional assistance.
- a. HR along with the committee designed a proposal detailing a New Employee Sponsor (Mentoring) Program that will assist new TCC employees with the integration process to TCC.
 - b. The proposal is to be presented to the Executive Staff this spring by HR personnel for discussion.

Other:

- The IRC is scheduled to have an instructional session with Kim Bovee regarding the SACSCOC Accreditation process at the last meeting to be held on May 19, 2016.
- The IRC By Laws were reviewed for any needed updates. No changes were required.
- The IRC discussed and reviewed new Diversity and Inclusion Statements for TCC.
- James Hines was elected the IRC Chair for 2016-2017.
- Jeffrey Dunbar, IRC Chair meet with AVP Lunde to discuss possible committee charges for the following year.